

## Exams Policy – Appeals against Internal Assessments

### Centre-assessed marks: reviews of marking for GCSE controlled assessments and non-examination assessments

- 1. Please note that this policy applies only to work which has been **completed** and submitted for marking by Centre staff in accordance with the Awarding Body's criteria.*
2. Abbot's Hill School is committed to ensuring that, whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.
3. After final submission, no further changes can be made by the candidate to the completed work and internal marking will take place. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Abbot's Hill School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking within the Centre.
4. Abbot's Hill School will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body. Marks will be conveyed to the candidate in person or in writing by the relevant subject teacher or Head of Department by the dates listed in the table overleaf, which allow for internal standardisation to take place following the submission of candidates' work. Please note that only marks will be given and it cannot be assumed that certain marks will equate to certain grades as grade boundaries may change from year to year.
5. Abbot's Hill School will inform candidates that they may request copies of materials (such as mark schemes) to assist them in considering whether to request a review of the Centre's marking of the assessment. Please note that these materials will *not* include copies of other candidates' work. Abbot's Hill School will, having received a request for copies of materials, promptly make them available to the candidate.
6. Any request for copies of materials should be made in writing by either the candidate or her parent to the Head, who will transmit the request to the relevant subject Head of Department. The Head of Department will give the candidate the relevant material via the Head of Centre, either in hard copy or virtual format as appropriate.
7. Following the candidate's review of any copies of materials provided, the candidate or her parents must decide whether or not to request a review of marking. This request must be made by the deadline overleaf, in order to ensure that there is sufficient time for a review to take place. Requests for reviews of marking **must** be made in writing and given to the Head, as Head of Centre, via her PA. The Head or her PA will acknowledge receipt of such a request within 24 hours on a working day. If no such acknowledgement is received, the



candidate or her parents should speak to the Head's PA to be sure that the initial request has been received.

8. Abbot's Hill School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline. The deadlines for each subject for 2017/18 are listed overleaf.

9. Abbot's Hill School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. That assessor may be an external assessor if all subject staff have been involved in the marking of the work. Candidates and parents must recognise that a mark may be raised or lowered following a review of marking. Reviews of marking incur a fee of £35 per NEA.

10. Abbot's Hill School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.

11. The candidate will be informed in writing of the outcome of the review of the Centre's marking by the Head, as Head of Centre. The outcome of this review is final in so far as any internal assessment is concerned, including if the outcome of the review is to *reduce* the final mark.

12. The outcome of the review of the Centre's marking will be made known to the Examinations Officer, who will keep a written record of such outcomes, to be made available to the awarding body upon request.

**13. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes, either up or down.** This process is outside the control of Abbot's Hill School and is not covered by this procedure.

## Signed

Issue Date: April 2020

Review Date: April 2021 or earlier if major change

Mrs Kathryn Gorman

**Head**