



# Reviews of Marking for Centre-Assessed Marks Policy

Date policy reviewed: April 2018

Next review date: April 2019

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# **Sherburn High School**

## **Reviews of Marking for Centre-Assessed Marks Policy**

Sherburn High 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. Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skill and who have been trained in this activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will take place.

Centre assessed marks include all controlled assessments at GCSE and GCE, including the Spoken Language Endorsement for GCSE English Language and the Practical Skills Endorsement for A Level Science.

This policy is to be shared so all candidates are aware of their right to request a marking review.

- All candidates are informed of their centre assessed marks so they may request a review of the centre's marking before marks are submitted to the awarding body. Centre assessed marks will be shared with candidates at least three school weeks before the deadline for submitting marks to the awarding body.
- The school will inform candidates they may request copies of material (a copy of the marked piece of work and the awarding body's mark scheme as a minimum) to assist them in considering whether to request a review of the centre's marking of the assessment.
- Once the school receives a request for copies of material, these will be made available to the candidate within three working days. When these are made available the candidate has five working days to submit a request to review the marking. Where it is impractical for copies of students' work to be made (e.g. in Art or Product Design), the original work will be made available for review in the school under supervision. The supervisor will not be the marker of the piece of work and will not be expected to discuss the awarding of marks with the candidate.
- Requests for reviews of marking must be made in writing. The candidate needs to explain on what grounds they are requested the review. This will usually be how the mark scheme has not been applied appropriately. The school may charge a fee for the review of marking to cover staff and administration costs.
- Sherburn High School will allow sufficient time for the review of marking 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. As such the written request for a review of marking should be made at least two weeks before the awarding body's deadline. If a request is received after the awarding body's deadline the candidate must be informed they are out of time.
- Sherburn High School will ensure the review of marking is carried out by an assessor who has appropriate competence and has had no previous involvement in the assessment of the candidate. The school will instruct the reviewer to ensure the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review.
- The outcome of the review of the centre's marking will be made known to the head of the centre (Headteacher). A written record will be kept and made available to the awarding body upon request.
- 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 changes in the marks awarded. This process is outside the control of Sherburn High School and is not covered by this procedure.