



Internal Assessments Appeals Policy
Reviews of marking - centre assessed marks
(All Non-Exam Assessments for Externally Assessed Qualifications)
2019-20

St. Michael's Catholic College 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St. Michael's Catholic College 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.

1. St. Michael's Catholic College 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.
2. St. Michael's Catholic College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St. Michael's Catholic College will, having received a request for copies of materials, promptly make them available to the candidate.
4. St. Michael's Catholic College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the principal. Requests must clearly state, in relation to the marking criteria, the reason for the request. An administration charge of £25 will apply to this request and payment must be received before the review of marking will take place.
6. St. Michael's Catholic College 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.
7. St. Michael's Catholic College 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.
8. St. Michael's Catholic College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

11. In order to ensure that the review of marking may be undertaken in a timely fashion, the following deadlines will apply for the academic year 2020:

Heads of department are accountable for ensuring that all non exam assessment marks are shared with students at least three weeks before the deadline set by the exam board for the submission of marks.

Student have 2 days following the receipt of their marks to submit a written request for a review of marking

Should the deadline set by departments for the submission of final drafts not be met, the candidate will forfeit the right to the review of marking.

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. This process is outside the control of St. Michael's Catholic College and is not covered by this procedure.

Enquiries about Examination Results (EAR's)

Centre staff or candidates may request EAR's, if there are reasonable grounds for believing there has been an error in marking. Please note that this could result in the mark being downgraded, in which case the original higher grade **will not** be reinstated. The Enquiries About Results candidate consent form (JCQ Appendix A) is required to be completed before any EAR is requested.

A candidate or parent's request for an EAR will be required to be paid up front on parent pay. If the grade does change, the candidate can request a refund.

Reviewed December 2019