



# **Hardenhuish School**

## **Review of Internal Assessed Marks Policy**

**If you would like any policy in a more accessible version, please contact the  
Office Manager**



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# **REVIEW OF INTERNAL ASSESSED MARKS POLICY FOR CONTROLLED ASSESSMENTS, COURSEWORK AND NON-EXAMINATION ASSESSMENTS CONTRIBUTING TO EXTERNAL QUALIFICATIONS**

Hardenhuish School is committed to ensuring that whenever its staff assess candidates' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Hardenhuish 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.

If a candidate believes that this may not have happened in relation to his/her work, the candidate and his/her parents may make use of the procedure outlined in this policy. Note that requests for a review of marking may only be made against the process that led to the mark, e.g. that the mark scheme has not been applied correctly, and not against the mark itself.

1. Teachers will ensure that candidates are informed of their internal assessed marks after internal moderation and standardisation has taken place, allowing sufficient time (normally at least 4 weeks of term time) for reviews of marking to be made before the deadline for the submission of marks to the awarding body.
2. The school will ensure that candidates are informed that they may request a review of their internal assessed marks before marks are submitted to the awarding body. Candidates will receive notification of this in writing within the JCQ Exam Regulations Booklet published by the Examinations Officer that is given to candidates in Year 10 and Year 11. The booklet advises candidates that they may request copies of materials, such as a copy of their marked work, the relevant specification and associated subject-specific documents, to assist them in considering whether to request a review of internal marking.
3. Requests for copies of materials must be made in writing to the Examinations Officer within 5 working days of candidates receiving their marks. The charge for making a request is £5 to contribute to administrative and printing costs. On receiving a request with payment, copies of materials will be promptly made available to the candidate.
4. Candidates should be aware that the reviewed mark is the final mark that will be submitted to the awarding body, irrespective of whether it is higher or lower than the original mark. Candidates may not appeal or request a second review of a reviewed mark.
5. Candidates wishing to proceed with requesting a review of marking, must then write to the Headteacher within 5 days of receiving copies of materials outlining the reasons for their request. Before the review is actioned, the candidate must make a payment of £25 to the school as a contribution towards administrative costs. Requests for reviews of marking should be made as early as possible in order to ensure that there is time for the review process to be completed and the candidate informed of the outcome before the awarding body's deadline for submission of marks.
6. The Headteacher will then appoint a senior member of staff, e.g. a Deputy or Assistant Headteacher, to work with the Curriculum Leader of the subject in question to identify and instruct an assessor to carry out the review of marking as soon as possible. The assessor must have appropriate competence, have no previous direct involvement in the assessment of that candidate in the subject in question and have no personal interest in the outcome of the review. The assessor will be instructed by the school to ensure that the candidate's reviewed mark is consistent with the standard set by the centre.

7. The outcome of the review of marking will be made known to the Headteacher who will then promptly inform the candidate in writing of the reviewed mark. The cost of requesting copies of materials and a review of marking will be refunded to candidates in cases where the reviewed mark differs by 10% or more relative to the original mark.
8. A written record of all reviews of marking will be kept and made available to the awarding body upon request. Should the review of the school's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated externally 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 Hardenhuish School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.