

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

The East Manchester Academy 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. East Manchester Academy 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. The East Manchester Academy 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. The East Manchester Academy 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. The East Manchester Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. The East Manchester Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The East Manchester Academy will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. The East Manchester Academy 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. The East Manchester Academy 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. The East Manchester Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The East Manchester Academy will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Centre assessed marks

Students complete internally assessed work.

Students must be given all the marks for the internally assessed work at least two weeks prior to subject internal deadlines.

Students can request a review of one or more of the marks and must submit request within 5 working days of receiving marks.

Centres must **publish** and **communicate** clear deadlines for candidates to submit a request for a review before the date of submission.

This must take in to account:

- Time it takes to review the marks
- Time it takes to submit the marks to the awarding body.

Internal assessments should be standardised internally prior to a review.

If a review is requested it should be put on hold until internal standardisation has taken place.

Review of marking

All reviews must be completed prior to submission to the exam board.

If a request for a review comes after the submission date they must be informed that they are out of time.

Review of marking

Centre should inform the candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark

The Review

The review should be of the mark that has been awarded, confirming whether or not the candidates work is in line with the standardised set for the other candidates at the centre.

The following will be reviewed:

- The candidates work
- The mark sheet completed by the teacher which usually shows the breakdown of the marks per Assessment Objective or section of the ark scheme.
- Information regarding internal standardisation to ascertain whether consistent standards are applied by the original marker to the candidates work.
- Any comments / annotations made by the teacher during the marking process.

Conducting the review

The review must be conducted by an assessor who has appropriate competence, has not previous involvement in the assessment of the candidates, and has no personal interest in the outcomes of the review.

This could be either another teacher within the centre or a teacher from another centre. However the centre would need to ensure that the reviewer has declared any conflict of interest prior to undertaking the review.

It is acceptable for a teacher, who has internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidates work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to review the candidates work.

It is recommended that the review takes place at the centre in order to maintain the integrity of the work and ensure its secure storage. If the review does take place remotely, then the original materials should be held at the centre, with the reviewer being provided with copies of the candidates work.

It **must** be made clear to the reviewer, the teacher and candidate that it is not possible for anyone to alter the work after the internal assessor has provided a mark to the candidate.

The reviewer **must** provide a reason for upholding or changing the mark awarded by the centre. This can be a brief annotation on the record form, showing the reviewers break down of the marks per assessment objective.

The candidates must be informed in writing of the outcomes of the review and it should be logged and brought to the attention of the head of centre. The written record must be made available to the awarding body on request.

If the external reviewer disagrees with the marking

The reviewer should be instructed to ensure that the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error.

The three types of marking error:

- An administrative error
- A failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement.
- An unreasonable exercise of academic judgement

The head of centre will have the final decision if there is any disagreement on the mark submitted to the awarding body.