



Centre Assessed Work Policy

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

Westborough High School is committed to ensuring that whenever teachers 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. Westborough High 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.

Consideration of a review

1. Westborough High School will ensure that candidates are informed by subject teachers 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. Subject teachers at Westborough High School 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. Team Leaders at Westborough High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Team Leaders at Westborough High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

The review

In the first instance, students will be advised that they should raise concerns regarding marks with the team Leader. Should they wish to request a formal and full review of marking, this must be made in writing to the Head of Centre no later than 5 working days after the marks were received.

Following a request the Head of Centre will:

1. 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 school internal set deadline.

2. Ensure that the review of marking is carried out by an assessor (subject teacher within the department) who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. It may be necessary to outsource review of marking to another centre if there is not enough staff within the centre i.e. if it is a small department.
3. Will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
4. Inform the candidate in writing of the outcome of the review of the centre's marking.
5. Make the outcome of the review of the centre's marking known to the Assistant Head in charge of Examinations and the Head of Centre and will be logged as a complaint by the Examination Officer. 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 Assistant Head in charge of Examinations, the Head of Centre and the awarding body will be informed immediately by the Examination Officer.

Following the review - disputes

1. The awarding body will use its standard sampling system to identify candidates work to be submitted for moderation. This may or may not include candidates whose marks were reviewed.
2. 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 Westborough High School and is not covered by this procedure.
3. Candidates will not have the opportunity to improve work following the review.
4. If the challenge is made before the moderation has taken place the complainant would need to wait until the moderation process has been completed.
5. Any challenge by the candidate following the moderation process should then be referred to the relevant awarding body.
6. Any costs incurred will be invoiced to the candidate's parent or carer and refunded if it is found there was a discrepancy in the marks awarded.

Timeline

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| Marking completed by tutors and available to Students. | 3 weeks before – EBD* |
| Students deadline for written requests of review of marking. | 2 weeks before – EBD* |
| Review of marking to be completed and recorded. Internal deadline for marks to be completed. | 1 week before – EBD* |

* EBD: External Board Deadline.

Exam Boards Deadlines for Assessment Marks

Pearson/Edexcel 15th May

OCR 15th May

AQA 7th May

WJEC – students will be advised by teaching staff