



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

### **Senior School**

Kent 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. Kent 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.

If a student feels that requirements, policies and procedures may not have been followed in relation to the assessment of their work, they may use the review procedure outlined below. Reviews may be made relating to the process which led to the award of the mark, or to the mark awarded, or both.

#### **1. Process before review**

- 1.1 The Head of Department 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. This will be once authentication statements have signed and all marking and internal moderation procedures have been completed. This will normally not be later than the beginning of the summer term. The school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 1.2 The School will inform candidates that they may access copies of materials to assist them in considering whether to request a review of the marking of the assessment.
- 1.3 The Head of Department will promptly make any relevant materials available if requested. This will be done with sufficient time in order to allow the girl and her parents to look over the materials and reach a decision as to whether to proceed with a review of the marking. Key assessment materials such as mark schemes should be saved in the Resources area on Firefly.

## 2. Request for review process

- 2.1 Requests for reviews should be made within 5 working days of the marks being given to the girls and no later than the end of April. Sufficient time is required for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, before the awarding body's deadline. This will be a tight deadline.
- 2.2 An request should be made in writing using the Marking Review Request form, giving full details of the grounds for the review (see Appendix B), and clearly indicating whether the review is in relation to the mark awarded or the process which led to that mark being awarded, or both. It is not possible to operate a staged process of first reviewing one aspect and then in the event that review does not lead to a change in marks, reviewing the other.
- 2.3 The School will make a charge at an equivalent rate to an awarding body enquiry on results at the same examination level (GCSE or A level). This will be added to the fees invoice. Requesting a review denotes the acceptance of this charge. No charge will be made in the event that the review is found to have been warranted.
- 2.4 Candidates are advised that as with Ofqual requirements for an enquiry on results on written papers, as a result of a review of the mark for a coursework/controlled assessment component:

**(i) The mark may be lowered as well as raised, and**

**(ii) if the original mark is considered reasonable in the view of the reviewer it must stand**

## 3. Review process

- 3.1 Where the review relates to the mark awarded, the School 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. If there is no suitable member of staff another centre may be approached for a suitable reviewer.
- 3.2 The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 3.3 The Headmistress will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
- 3.4 Where the review relates to the process, the Deputy Head (Academic) will conduct the investigation, reviewing the process used in the department for internal assessment and deciding whether it conformed to the requirements of JCQ, the awarding body and the School's policies regarding internal assessment of components for external qualifications.

- 3.5 Candidates must also be aware that internally assessed work for external qualifications is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Kent College and is not covered by this review process.
- 3.6 The candidate will be informed in writing of the outcome of the review of the centre's marking as soon as practicable, but certainly within 15 working days.
- 3.7 The outcome of the review of the centre's marking will be made known to the Headmistress and if the parent wishes may 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.
- 3.8 There is no further stage of marking review, but if a candidate has concerns about the conduct of the process, these should be raised with the Headmistress who will investigate as appropriate in line with the School's Complaints Policy.

Agreed by Exec: March 2018

Approved: Education Committee June 2021

## Appendix A

### Example timeframe for appeals process

7 May deadline for marks submission	15 May deadline for marks submission
17 April – students told marks	17 April – students told marks
Fri 20 April – last day to submit review of marking request	Mon 23 – last day to submit review of marking request
Mon 23 to Fri 4 May – complete review (10 working days)	Tues 24 – Fri 11 May (12 working days)
Friday 4 May pm – advise outcome & submit marks to exam board	Friday 11 May pm – advise outcome
	14 May – submit marks to exam board

## Appendix B

### Review of centre assessed marking appeal

#### (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Kent 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.

If a student feels that requirements, policies and procedures may not have been followed in relation to the assessment of their work. A review may be requested regarding the process which led to the award of the mark, or to the mark awarded, or both. It is not possible to operate a staged process of first reviewing one aspect of the marking and then another.

Appeals should be made by filling out the information requested below and handed to the Deputy Head (Academic) within 5 working days of the marks being given and certainly no later than the end of April.

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Name:

Date:

Subject:

Module:

Teacher responsible for marking:

Grounds for review (please give a detailed account):