

<b>Elizabeth Woodville School</b>	
Policy Name:	Appeals against Internal Assessments of Work 2023-24
Owner:	Deputy Headteacher
Statutory:	No
Date Ratified:	October 2023
Review date:	October 2024

## **2023-24**

### **Reviews of marking - centre assessed marks**

**(GCSE controlled assessments, GCE coursework,**

**GCE and GCSE Non-Examination Assessments (NEA) and Project qualifications) Not BTEC subjects or Applied Business.**

1. The Elizabeth Woodville School 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.
2. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are 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.
3. The Elizabeth Woodville School will
  - Submit Endorsement grades for English Language, Modern Foreign Languages, Art and Design Technology GCSE and Science Product Design, Art and Photography GCE.
  - 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.
  - 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.
  - Having received a request for copies of materials, promptly make them available to the candidate by Learning Leads for each subject area
  - Provide candidates with sufficient time (one week) in order to allow them to review copies of materials and reach a decision.
  - 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, using the proforma. Requests must be handed to the Exams Officer on each site, who will inform subject Learning Lead.
  - Allow sufficient time for the review to be carried out, to make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline.
  - 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.
  - Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
  - Inform the candidate in writing of the outcome of the review of the centre's marking. Exams officers and subject Learning Leads will also be informed of the outcome.

4. 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.
5. The mark within the review could go upwards or downwards or indeed stay the same.
6. If pupils do not complete their coursework by the agreed deadline (as above) then these pupils will lose the right to appeal against the mark they are given for their coursework/controlled assessment.
7. The moderation process carried out by the awarding bodies may still result in a mark change, either upwards or downwards, or stay the same, 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.

### NEA Deadline dates 2024

<b>7 May Deadline</b>	
28 March	Pupils given the mark for their NEA for the last time and recorded on Go4S
17 April	Deadline for students to request a Review of Marking Proforma to be completed and handed in to the Exams Office
24 April – 1 May	Review of marks process
3 May	Result of review to be completed and final mark given to pupil
<b>15 May Deadline</b>	
28 April	Pupils given the mark for their NEA for the last time and recorded on Go4S
5 May	Deadline for students to request a Review of Marking Proforma to be completed and handed in to the Exams Office
8 May – 10 May	Review of marks process
12 May	Result of review to be completed and final mark given to pupil
<b>31 May Deadline (A Level Photography and Art GCSE Art)</b>	
7 May	Pupils given the mark for their NEA for the last time and recorded on Go4S
14 May	Deadline for students to request a Review of Marking Proforma to be completed and handed in to the Exams Office
15 – 22 May	Review of marks process
24 May	Result of review to be completed and final mark given to pupil