

Review of marking 2024/2025

Approved by

Name: Ananda Fernando

Title: Assistant Principal:

Date of next review September 2025

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

St. Paul's 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. St. Paul's 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. Heads of Departments 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. Heads of Departments 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 Exams Officer will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Exams Officer will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.



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5. The Exams Officer 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 Exams Officer 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 Exams Officer 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 Exams Officer will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Exams Officer 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.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. This process is outside the control of St. Paul's Academy and is not covered by this procedure.

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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## Appeals

### Approved by

Name: Ananda Fernando

Title: Assistant Principal

Date of next review: September 2025

### Appeals against Internal Assessment of Coursework and Enquiries About Results

St Paul's Academy is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

This procedure is available for the Exams Office.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the Examination Officer who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision, including the appointed SLT who oversees examination administration. A senior member of staff will be responsible for disseminating information to candidates and their parents/carers about the appeals procedure and informing the Principal of any outcome. If for any reason the Examination Manager is not able to conduct the investigation the Principal will appoint another member of staff with the same or greater seniority.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examination code of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.



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5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. Any changes to the internally assessed work will be sent to relevant awarding bodies.
7. The appeals procedures should allow the candidate bringing the appeal to have an opportunity to have a personal hearing if they are not happy with the written response they have received.

After the work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. The above process is outside the control of St Paul's Academy and is not covered by this procedure. If you have concerns about it, please ask the Exams Manager for a copy of the appeals procedure for the relevant awarding body.

### **Enquiries About Results**

EAR's may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Exams Officer, appointed SLT and subject teacher will investigate the feasibility of asking for a Review of Marking at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.