

Reviews of Marking - Centre Assessed Marks
(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Rossett School is committed to ensuring that whenever subject 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. Rossett School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Rossett School 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. Rossett 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. Having received a request for copies of materials, will promptly make them available to the candidate.
3. Rossett School will inform candidates that reviews can only be requested on the basis of errors in the application of the mark scheme or wider failings of the standardisation procedure, and cannot provide opportunities for a second opinion on the mark or address perceived failings in the preparation for the assessment.
4. Rossett School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision. This will be no later than five school days after a candidate has received their marks.
5. Requests **must** be made in writing using the Centre Assessed Mark Review Request Form available on the website. Please be aware that marks could go down as a result of a review.
6. Rossett School will allow sufficient time for the review of marking 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 date.
7. Rossett 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. This may be a colleague from another school in the Red Kite Alliance, from within that subject area.
8. Rossett School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Rossett School will inform the candidate in writing of the outcome of the review of the centre's marking, using the Centre Assessed Mark Review Request Form.
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. Should the review highlight any irregularity in procedures, the awarding body will be informed immediately.
11. Grade boundaries are not available until the awarding process has taken place in the summer. Therefore, staff will not be able to inform students what grade their mark will equate to.

After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. It is important to note that 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 Rossett School and is not covered by this procedure



Centre Assessed Mark Review Request

Name:	Candidate Number:
Centre Number: 48235	Centre Name: Rossett School
Level – GCE or GCSE:	
Subject:	Subject Code:
Component Name:	Component Code:

I would like to request a review of my centre assessed mark for the above piece of work and acknowledge:

- I have been given an opportunity to view a copy of my work.
- I have read and understood the assessment materials which indicate how my mark was arrived at.
- I have discussed my decision with my Teacher / Director of Studies and their signature is below.
- I understand that my mark may go down because of the review.
- I give my consent for my work to be reviewed by an assessor.
- I understand that my mark is still subject to moderation by the examining body following the review.
- I have stated the grounds of my request below.

Sign (Teacher / DOS): _____

Date: _____

Sign (Candidate): _____

Date: _____

Sign (Parent/Carer): _____

Date: _____



Centre Assessed Mark Review Request

Review Outcome (to be completed by Director of Studies):

Mark Prior to review:

Mark after review:

Commentary on the review process and reasoning behind the final judgment:

DOS NAME:

Sign (DOS): _____ **Date:** _____