



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

Hutton Grammar School & Sixth Form 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. 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.

We will do the following:

1. 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. 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. Having received a request for copies of materials, promptly make them available to the candidate.
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. 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.
6. Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous, direct involvement in the assessment of that candidate and has no personal interest in the review.
7. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the head of centre. 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.

Requests for reviews of marking **must** be made in writing using this form, **before the specified deadline**. **A request for a review will not necessarily be granted**. For a review to take place you must state and evidence which part of our Non-Examination Assessment (NEA) policy (on the HGS website) has not been adhered to. Review requests cannot be accepted after the deadline as marks will have been submitted to the exam boards and cannot be changed. A fee of £35, for the review, must be paid with this form. If the mark is changed the fee will be reimbursed.

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 both upwards and downwards**. This process is outside the control of Hutton Grammar School & Sixth Form and is not covered by this procedure.



Review of Marking – Centre Assessed work.

Information for candidates

If you request a review of your centre assessed work, there are three possible outcomes:

- Your original mark is lowered
- Your original mark is confirmed as correct
- Your original mark is raised, in which case you will receive reimbursement of the fee.

In order to proceed with the review, you must fully complete and sign the form below and return it to the exams officer, with payment of £35. **Forms will not be accepted after the deadline.**

Please make cheques payable to Hutton Grammar School.

This form must be returned to the Exams Officer, with payment, before:

Name		Signature	
Candidate Number	Form	Email Address	Fee
Subject			
<p>Give clear reasons and evidence as to why the school's NEA policy has not been adhered to.</p> <p>Ensure reference is made to the relevant section of the policy which can be found on the HGS website.</p>			
Form Received by:		Date	Receipt issued to student

Acknowledgment Receipt - Review of Marking Form & Payment of £35		
Student Name		Subject
Exams Officer	Signature	Date