

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



### TORQUAY GIRLS' GRAMMAR SCHOOL - 54357

Torquay Girls' Grammar 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Torquay Girls' Grammar School 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.

### APPEAL PROCESS

1. The subject teachers at Torquay Girls' Grammar School will ensure that candidates are informed of their centre- assessed marks at least four calendar weeks **before marks are submitted to the awarding body**.
2. At the same time, the students will be told how they could appeal – the process – and the fact that the marks can go down as well as up;
3. The subject teachers of Torquay Girls' Grammar 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. Materials may include mark schemes, etc
4. The subject teachers at Torquay Girls' Grammar School will, having received a request for copies of materials, promptly make them available to the candidate.
5. The student then decides whether to go ahead with an appeal. If the decision is made to do so by the student, then the following will happen:
  - The student fills in an 'Review of Marking Appeal Form' collected from The Examination Officer;
  - The student pays the fee charged for each unit reviewed. This is refundable in full if the appeal is successful;
  - Torquay Girls Grammar 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 is likely to be a teacher from another school, but is not necessarily the case if a teacher from T.G.G.S meets the criteria above;
  - The senior teacher will ensure that the candidate's mark is consistent with the standard set by the centre.
  - The review of marking will take no longer than 10 working days from the written request;
  - The Examination Officer will inform the student and teacher of the result via e-mail.

Procedures 1-6 will all happen before the awarding body's deadline.

6. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged. 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.