
Ormiston Bolingbroke Academy

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Joint Council for Qualifications

Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

EWT/JB/ACR

7th February 2019

Dear Parents/Carers,

Ormiston Bolingbroke Academy is required by the Joint Council for Qualifications (JCQ) to have a written internal appeals procedure to ensure consistency of internal assessment decisions. This applies to all courses in Years 11, 12 and 13 that have internally assessed modules and/or coursework.

Ormiston Bolingbroke Academy is committed to ensuring that whenever staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Ormiston Bolingbroke Academy is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Therefore, students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

Our appeals procedure is:-

1. Teachers will ensure that students are informed of their centre assessed marks so that students may request a review of the marking before marks are submitted to the awarding body.
2. Teachers will inform students that they may request copies of materials to assist them in considering whether to request a review of the marking of their assessment.
3. Teachers will, having received a request for copies of materials, promptly make them available to the student.
4. Ormiston Bolingbroke Academy will provide students with sufficient time to allow them to review copies of materials and reach a decision about an appeal.
5. If students decide to request a review, their parent must request the mark review in writing to the Principal. Ormiston Bolingbroke Academy will provide a clear deadline for parents to submit a request. Requests will not be accepted after this deadline.

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6. Ormiston Bolingbroke Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.
7. The Principal 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 student and has no personal interest in the review.
8. The Principal will instruct the reviewer to ensure that the student's mark is consistent with the standard set by the centre.
9. The Principal will inform the student in writing of the outcome of the review of the marking.
10. A written record of the review will be kept and made available to the awarding body upon request.

The internal review process is in place to ensure consistency of marking within the school whereas moderation by the awarding body ensures that schools marking is line with national standards. The mark submitted to the awarding body is subject to change by the examination board and should therefore be considered provisional. This may result in a mark change, either upwards or downwards, even after an internal review.

For further information relating to this document please do not hesitate to contact the schools Examinations Officer.

Yours sincerely



Mr E Wright
Principal