



EXAMS INTERNAL APPEALS POLICY

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	Summer 2017

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

George Pindar School is committed to ensuring that whenever its staff marks 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. George Pindar 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.

1. George Pindar School will inform candidates in writing 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. George Pindar 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 and, having received a request for copies of materials, promptly make them available to the candidate. Candidates will be provided with the appropriate information in order to allow them to review copies of materials under supervision and reach a decision.
3. Requests for reviews of marking **MUST** be made in writing using the form available by the deadline stated. Late requests cannot be considered.
4. George Pindar School will allow 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.
5. George Pindar 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. The reviewer will ensure that the candidate's mark is consistent with standards set by the centre.
6. The candidate will be informed in writing of the outcome of the review of the centre's marking.
7. The outcome of the review of the centres marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centres marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Once the 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. This process is outside the control of George Pindar School and is not covered by this procedure.