



HARROGATE  
GRAMMAR SCHOOL

EXCELLENCE FOR ALL

## Policy: Review of Marking – Centre Assessed Marks

**Member of Staff Responsible**

**Christopher Prager**

**Approved on:**

**09/02/2018**

**Review date: 2019**

**Signed-off by:**

**Kirstie Moat**

**Signature:**

**Date:**

**26 / 3 / 2018**

**GCE coursework**  
**GCE and GCSE non-examination assessments (NEA)**  
**Project qualifications (EPQ)**

Harrogate 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. Harrogate 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.

1. Harrogate Grammar School will ensure that candidates are informed of their centre assessed marks. They may then request a review of the centre's marking before marks are submitted to the awarding body.
2. Harrogate 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.
3. Harrogate Grammar School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Harrogate Grammar School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
5. Harrogate Grammar School will 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. Harrogate 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 colleague from another school in the Red Kite Alliance Trust, from within that subject area, but it is not required to be a subject specialist.
7. Harrogate Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. Harrogate Grammar School will inform the candidate 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 of the review will be kept and made available to the awarding body upon request.
10. Grade boundaries are not available until the awarding process has taken place in the summer. Therefore staff will not be able to tell students what grade their mark will equate too.

A flowchart of the process can be found overleaf. All deadlines must be adhered to strictly to allow us to meet the national deadlines for submitting marks to awarding bodies.

Where students miss deadlines meaning that work cannot be assessed and marks returned with sufficient time for a review of marking, students forfeit their right to request a review of marking.

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

All references to 'Days' are working days (Mon-Fri) and do not include weekends  
Actions should be completed by the end of the working days referred to.

## Day 1

- Students receive assessment marks
- Students receive this document
- Teaching staff record the date that marks were returned to students

## Day 3

- Students decide if they wish to appeal the assessed mark
- students make a formal request in writing to the Head of Faculty for relevant documents including:
  - Appropriate mark schemes
  - documentation detailing the justification of marks awarded: usually the 'Candidate Record Form'

## Day 5

- The Head of Faculty will provide the requested documents in hard copy to the student
- The Head of Faculty will record that this has been done

## Day 7

- Students must decide if they wish to pursue an appeal against the marks awarded
- If they choose to do so, they must submit a request in writing to the Head of Faculty

## Day 10

- The Head of Faculty will ensure that the work is assessed by an appropriate colleague, who was not involved in the original marking
- The review marker will ensure that the assessment is in line with national standards and in line with the standard set by the school
- The Head of Faculty will inform the student of the outcome of the review in writing or by email
- The Head of Faculty will inform the Headteacher that the review has taken place