



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

Driffield School & Sixth Form is committed to ensuring that when candidates' work is marked by staff 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. **Driffield School & Sixth Form** 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. **Driffield School & Sixth Form** will 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. **Driffield School & Sixth Form** 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. **Driffield School & Sixth Form** will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. **Driffield School & Sixth Form** will provide candidates with sufficient time, in order to allow them to review copies of materials and reach a decision.
5. **Driffield School & Sixth Form** 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.
6. **Driffield School & Sixth Form** 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.
7. **Driffield School & Sixth Form** will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. **Driffield School & Sixth Form** will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. **Driffield School & Sixth Form** will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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.

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.

Reviews of marking - centre assessed marks

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

In line with JCQ regulations Driffield School and 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. Driffield School and Sixth Form 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.

Where a candidate believes that the mark awarded to their work is not accurate or appropriate, and having read the information below, they may submit an appeal to the school.

Appeals will be processed in time for any marks to be amended prior to final submission to awarding bodies.

- All students should be made aware of the mark awarded to their work before the mark is submitted to the awarding body.
- In deciding whether an appeal is made, students are entitled to be request copies of materials to assist them in considering whether to request a review of the centre's marking of an assessment. Materials will be made available to students within 2 working days. Likely materials made available to students will include a copy of their marked work, the relevant specification and associated subject specific documents.
- If having read the materials, students feel there are grounds for an appeal, they should complete the details below and submit the form to the relevant Subject Leader.
- Driffield School and Sixth Form 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.
- Students will be informed in writing of the outcome of the review of the centre's marking.
- 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. This process is outside the control of Driffield School and Sixth Form and is not covered by this procedure.
- Students need to be aware of the following:
 - Following an appeal made to the school, the marks awarded for an assessment may go up or down, or be left unchanged.
 - The original mark awarded will not be adjusted where work is reassessed and deemed to be within reasonable tolerance.
 - If, following an appeal, the mark of a student is adjusted, whether it is increased or decreased, it is the revised mark that will be submitted to the awarding body.
 - Once a decision regarding an appeal has been made, the work of students will not be reviewed again by the school.

Please tick this box to confirm that you have read and understood the appeals process.	
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Please tick this box to confirm that you understand that the mark awarded for your work may be increased, decreased or stay the same.	
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Please tick this box to confirm that you have read and understood the assessment criteria applied to the work for which the appeal is being submitted.	
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Please tick this box to confirm that you understand that once this appeal decision has been made, no further appeals may be made for this piece of work.	
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Please use this box to outline the reasons for your appeal. Try to provide relevant detail and be as specific as possible. You may wish to make reference to the specific assessment criteria which you feel has not been accurately assessed.

Student Name		Form Group	
Signed		Date Submitted	
Subject Leader		Date Received	