



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

Reach Academy Feltham

Reach Academy Feltham 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. Reach Academy Feltham 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.

Candidates will be given their centre assessed marks for all internally assessed subjects. On being informed of their centre assessed marks, if a candidate believes that procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of this appeals procedure to consider whether to request a review of the centres marking.

NB: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body. It is not possible for anyone to alter the work after the internal assessor (teacher) has provided a mark to the candidate.

1. Reach Academy Feltham 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. 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. These requests should be made to the Examination Officer **no later than 2 working days after the marks have been issued.**
3. Reach Academy Feltham will, having received a request for copies of materials, promptly make them available to the candidate.
4. Reach Academy Feltham will provide candidates with **3 working days** in order to allow them to review copies of materials and reach a decision as to whether to continue with the review.
5. Requests must then made in writing completing the relevant form available from the Examination Officer. A payment of £20 for this service will be requested at this time. Any requests after the deadline will not be accepted.
6. Reach Academy Feltham will allow at least **3 working days** from receipt of the form for the review to be carried out.
7. Reach Academy Feltham 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.
8. Reach Academy Feltham will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Reach Academy Feltham will inform the candidate in writing of the outcome of the review of the centre's marking.

Once candidates work has be 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 Reach Academy Feltham and is not covered by this procedure.

