



LINGFIELD COLLEGE

PROCEDURE FOR REVIEWS OF MARKING OF CENTRE ASSESSED MARKS

(GCSE CONTROLLED ASSESSMENTS, GCE COURSEWORK, GCE AND GCSE NON-EXAMINATION ASSESSMENTS)

Lingfield College is committed to ensuring that whenever its staff mark candidates' work it 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 or who have been given guidance in this activity. Lingfield College 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. Lingfield College will inform 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. Lingfield College 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. Lingfield College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Lingfield College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing by candidates or their parents/ guardian if they are under 18.
6. Review of marking of centre assessed marks could result in a lower mark for the candidate. The reviewed mark will supersede the original mark even if it is lower.
7. Candidates who submit their work after the deadline set by each department will not be able to ask for a review.
8. Reviews of marking will only be made if the parent/candidate/guardian can identify issues in the application of the mark scheme.
9. Lingfield College 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.
10. Lingfield College 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.
11. Lingfield College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
12. The candidate will be informed in writing of the outcome of the review of the centre's marking.



13. Candidates cannot follow up the outcome of a review by amending their work or producing additional work in order to improve the mark which has been given by the centre.
14. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged. A written record will be kept by the Exams Officer and PA to the Deputy Head (Academic) and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
15. Reviews of centre assessed marks are final and effectively constitute an appeal.
16. 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 and is not covered by this procedure.