

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

Procedural guidelines – Highgate Wood School (from 2018)

Highgate Wood 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. Highgate Wood 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. Highgate Wood School 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. This is only guaranteed when coursework is submitted by the school deadline as specified in the school calendar (usually early March).
2. Highgate Wood 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. Highgate Wood School will, having received a request for copies of materials, promptly (within 5 school days) make them available to the candidate.
4. Highgate Wood School will provide candidates with sufficient time (5 school days) in order to allow them to review copies of materials and reach a decision.
5. Highgate Wood 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 and by recorded delivery to Highgate Wood School for the attention of the Headteacher who will then pass to the relevant subject leader. The deadline for requests for a review of marking is listed for each relevant department at the end of this document.
6. Highgate Wood 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 (see deadlines above).
7. Highgate Wood 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.
8. Highgate Wood School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. Highgate Wood School 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Feedback dates for departments

Deadline for appeals are 5 working days after this date. If the date given is a weekend or is not a lesson for that subject then the feedback will be the lesson before but the deadline is still 5 working days after the deadline stated below.

Computer science / ICT

Year 11: Feedback 26th April

6th form: Feedback 4th May

Media studies

Year 11: Feedback 18th January*

Year 12: Feedback 23rd April

Year 13: Feedback 26th April

Business and economics

Feedback 2nd May

Drama

Year 11: Feedback 27th April

Year 12: Feedback 8th May

Year 13: Feedback 27th April

Dance

Feedback 23rd April*

Music

Feedback 25th April*

Art

Feedback 15th June

Geography

Feedback 3rd May

English

Feedback 30th April

History

Feedback 1st May

Technology department (resistant materials, textiles, food prep and nutrition)

Feedback 27th April

This list should be complete however if there is any other internally assessed work the deadline for feedback will be 27th April.

* Please note that if the feedback occurred before the publication of this procedure (26th April 2018) then feedback deadlines are extended for 5 working days after the publication date.