

## **Internal Appeals Procedure (Internal assessment decisions)**

### **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE NEA)**

Nonsuch High School for Girls is committed to ensuring that whenever their 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. Nonsuch High School for Girls 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.

### **Receiving your mark**

1. Nonsuch High School for Girls 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.

### **Determining whether to request a review of marking**

2. Nonsuch High School for Girls will inform candidates of their mark and 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 - a review of marking could result in your mark going up, going down or staying the same. This request must be made within 3 calendar days of receiving their mark.
3. Nonsuch High School for Girls will, having received a request for copies of materials, make them available to the candidate within 3 working days.
4. Nonsuch High School for Girls will provide candidates with 3 calendar days in order to allow them to review copies of materials and reach a decision.

### **Procedure for review of marking**

5. If a candidate subsequently chooses to request a review of marking it must be made in writing to the Head of Department, copied to Mrs Dallas [exams@nonsuchschool.org](mailto:exams@nonsuchschool.org) This request must be received within 3 calendar days of receiving the assessment material and must include
  - i. Which piece(s) of work you wish to have reviewed
  - ii. The component number for it/them
  - iii. The mark you have been awarded
  - iv. The possible maximum number of marks you could have been awarded
  - v. The reason(s) why you feel the marking needs to be reviewed

6. Nonsuch High School for Girls 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. Nonsuch High School for Girls 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. Nonsuch High School for Girls will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. A written record will be kept 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.

These timescales are a maximum and may be reduced dependant on the submission dates of marks to the exam boards. Any changes to timescales will be communicated by Heads of Department.

After we have submitted your grade to the exam board, a sample of work may be called for moderation by the awarding body. This external moderation process, carried out by the awarding body, may result in a mark change either upwards or downwards, even after an internal review of marking. The internal review of marking 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. This external process is outside the control of Nonsuch High School for Girls and is not covered by this procedure.

