



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Public Examinations – Non-Examination Assessments, Enquiries After Results</b>
Date policy updated	10.12.2019
Date policy to be reviewed	10.11.2020
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies and Documents

- Public Examinations
- Main Policy
  - Appeals
  - Contingency Plan
  - Non-Examination Assessments
  - Emergency Evacuation/Lockdown
  - Use of a Word Processor
  - Taking Examinations at Clifton High School

Clifton High School is committed to ensuring that whenever 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. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

This purpose of this policy is to

- Set down the process by which a candidate may request a review of marking for an internally marked assessment

Grounds for an enquiry

Candidates may request a review of marking for centre marked assessments if they believe

- There was an error in the process
- The mark scheme was not correctly applied

Clifton High School will

- Ensure that candidates are informed of their centre assessed marks and provided with a copy of Appendix 1 and 2 21 days before the final date for submission so that they may request a review of the centre's marking before marks are submitted to the awarding body
- 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
- Having received a request for copies of materials, promptly make them available to the candidate
- Provide candidates with 5 working days to allow them to review copies of materials and reach a decision

- Only accept requests for reviews of marking made in writing using the form Appendix 2: Internally Marked Assessment Appeals Form
- Allow 10 working days 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
- Ensure that the review of marking is conducted by an independent person from within the centre or a third party who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Ensure the candidate is informed in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the Head of Centre. 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.

## **Appendix 1 Reviews of marking - centre assessed marks**

### **(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and project qualifications)**

Clifton High 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. Clifton High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Clifton High School will

- Ensure that candidates are informed of their centre assessed marks so 21 days before the submission deadline that they may request a review of the centre's marking before marks are submitted to the awarding body
- 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
- Having received a request for copies of materials, promptly make them available to the candidate
- Provide candidates with 5 working days to allow them to review copies of materials and reach a decision
- 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 using Appendix 2
- Allow 10 working days 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
- 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
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking

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.

## Appendix 2: Internally Marked Assessment Appeals Form

This form should be completed in all cases to request a review of marking.  
Please tick to indicate what the appeal is against:

- The process used  
 The application of the mark scheme

<b>Name of appellant</b>	
Awarding body	
Subject	
Assessment paper code	
Please state the grounds for your appeal below:	
<i>Continue overleaf if necessary</i>	
<b>Appeal against the process used</b> <b>Appellant declaration</b> By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. <b>Signature:</b> _____ <b>Date of signature:</b> _____	
<b>Appeal against the application of the mark scheme</b> <b>Appellant declaration</b> By signing here, I am confirming I feel there are grounds to appeal against the centre's application of the mark scheme. <b>Signature:</b> _____ <b>Date of signature:</b> _____	

**The appellant declaration against the relevant appeal must be signed, dated and returned to Examinations Support, on behalf of the Head of School, to the timescale indicated in the internal appeals procedure.**

The Public Examinations Controlled Assessments and Non-Examination Assessments Enquiries After Results has been produced to demonstrate compliance with the following JCQ Instructions for conducting non-examination assessments <https://www.jcq.org.uk/exams-office/non-examination-assessments/instructions-for-conducting-non-examination-assessments-2019-2020>

**Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.**

Further information can be obtained from <http://ofqual.gov.uk/complaints-and-appeals/exam-results-appeals/>