



The Haberdashers' Aske's Boys' School
Nurturing Excellence

Review of Centre Assessed Marking Policy

(GCE coursework, GCE and GCSE non-examination assessments)

Policy Type	Non-Regulatory
Last Review	Spring 2021
Next Review	Spring 2022

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1 Supporting Documents

The following related information should be read in conjunction with this policy:

Non-Examination Assessment Policy

2 Background

The standard of teaching and examining at The Haberdashers' Aske's Boys' School is exceptional. Within some subjects, the nature of the specification requires that an element of the course be set, assessed and moderated by members of staff at The Haberdashers' Aske's Boys' School prior to submission of the final marks to the Awarding Body.

The following subjects have elements, of their GCSE and/or A Level courses, internally assessed prior to submission to the relevant Awarding Bodies:

Art & Design	GCSE & A Level
Biology	A Level
Chemistry	A Level
Design Engineering (DT)	GCSE & A Level
Drama & Theatre Studies	GCSE, AS Level & A Level
English Language	GCSE, AS Level & A Level
English Literature	GCSE, AS Level & A Level
Geography	A Level
History	GCSE & A Level
Music	GCSE & A Level
Physics	A Level
Sports Science (PE)	GCSE, AS Level & A Level

The Haberdashers' Aske's Boys' 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. The Haberdashers' Aske's Boys' 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.

3 Principles

1. The Haberdashers' Aske's Boys' School will ensure that candidates are informed of their centre assessed marks (excluding Oral Assessments) so that they may request a review of the centre's marking before marks are submitted to the awarding body. Candidates may be informed of their marks verbally by their teacher or by the Head of Department.
2. The Haberdashers' Aske's Boys' 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. These materials will include a copy of the candidate's work, the relevant specification and associated mark schemes used in the assessment of the candidate's work.
3. The Haberdashers' Aske's Boys' School, having received a request for copies of materials, will promptly make them available to the candidate.
4. The Haberdashers' Aske's Boys' School 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 (not via e-mail) by the candidate using the completed request form (Form CA3 – The Haberdashers' Aske's Boys' School Appeal of Centre Assessed Marks Form).
6. The Haberdashers' Aske's Boys' 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 of submission.
7. The Haberdashers' Aske's Boys' 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. The Haberdashers' Aske's Boys' School 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 of the outcome of the review of the centre's marking.
10. The outcome of the review of marking will be made known to the Headmaster. A written record of the review will be kept and made available to an awarding body upon request.

After all 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 The Haberdashers' Aske's Boys' School and is not covered by this procedure.

4 Procedure for Appealing a Centre Assessed Mark

1. The Candidate should request to discuss the Centre Assessed mark with their teacher and/or the Head of Department for that subject.
2. If the Candidate still remains dissatisfied with the procedure that led to the award of the Centre Assessed mark, the candidate should request additional information: copy of their submitted work, the relevant specification and associated mark schemes used in the assessment of the candidate's work.
3. The Candidate cannot ask for their teacher and/or the Head of Department to review their work, either formally or informally.
4. If the Candidate can find evidence of mis-application of the mark scheme and remains unsatisfied with the Centre Assessed Mark, the Candidate should submit The Haberdashers' Aske's Boys' School Appeal of Centre Assessed Marks Form to the Examinations' Department.
5. There is an Examinations Service fee of £50 for the review of the Centre Assessed Mark. This fee must be paid in advance of any review and is only refunded should the mark change as a consequence of the review.
6. A review of the Candidate's work will be 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 outcome of the review. This reviewer may be from within the subject department or may be sourced from a third-party.
7. The review of the Candidate's mark must be outside of tolerance (positively or negatively) in order for the original mark to be adjusted.
8. A Candidate's mark may go UP or DOWN during the review of a centre assessed mark.
9. The Candidate will be informed of the outcome of the review.
10. All Candidates' work will be submitted to the Awarding Body prior to their deadline.

5 Conclusion

All work will be assessed by highly professional teaching staff and will be in-line with published guidelines and mark schemes. Pupils should feel fully informed about the mark they receive and the principles behind this mark.



Form CA1 - Head of Department Checklist for Centre Assessed Work



Each Head of Department must confirm that all procedures have been adhered to. This form should be submitted to the Examinations' Department prior to the deadline for the release of Centre Assessed Marks to candidates.

Department			
Awarding Body		Specification code	
Number of candidates			

Stage of Centre-Assessed Work	Tick to confirm
Nature of the Centre Assessed Work	
All teachers informed all candidates of the nature of the Centre Assessed work on commencing the course.	
Timeline of Centre Assessed Work completion	
All teachers distributed, to all candidates, a detailed list of deadlines clearly showing the dates of each stage of the Centre Assessed Work.	
All teachers confirmed that every candidate was aware of each deadline for submission of the Centre Assessed work or parts of it.	
Assessment of Centre Assessed Work	
All teachers distributed, to all candidates, the relevant Awarding Body specification for the subject's course.	
All teachers distributed, to all candidates, the published Awarding Body mark scheme related to the Centre Assessed work.	
All teachers explained the Centre Assessed work would be marked according to published Mark Scheme.	
Candidates were aware of the awarding of marks and the requirements for different aspects of the Awarding Body mark scheme.	
All teachers distributed a detailed timetable of submission and assessment to each candidate.	
Candidates were aware of who would assess their work and when.	
Candidates were aware of how the assessment of their work would be moderated and validated.	
Moderation and submission of Centre Assessed Work	
All <i>Form CA2s</i> (Submission of Centre Assessed Work) have been collected from every candidate and filed.	
Detailed and documented moderation was completed to ensure consistency, reliability and accuracy of marking.	
Marks have been distributed to each candidate.	
All teachers have informed all candidates about their right to review their Centre Assessed Mark.	

Signed _____

Date: _____



Form CA2 - Submission of Centre Assessed Work



Each candidate must complete this form in full and submit with their Centre Assessed work, prior to assessment.

Surname		Forename	
Candidate No.		Form	
Teacher(s)			

Stage of Centre-Assessed Work	Candidate's confirmation
Nature of the Centre Assessed Work	
Candidates were informed of the nature of the Centre Assessed work on commencing the course.	Yes / No
Timeline of Centre Assessed Work completion	
Candidates were given a detailed list of deadlines clearly showing the dates of each stage of the Centre Assessed Work.	Yes / No
Each candidate was aware of each deadline for submission of the Centre Assessed work or parts of it.	Yes / No
Assessment of Centre Assessed Work	
Candidates were given the relevant Awarding Body specification for the subject's course.	Yes / No
Candidates were provided with the published Awarding Body mark scheme related to the Centre Assessed work.	Yes / No
The Teacher explained the Centre Assessed work was marked according to published Mark Scheme.	Yes / No
Candidates were aware of the awarding of marks and the requirements for different aspects of the Awarding Body mark scheme.	Yes / No
A detailed timetable of submission and assessment was provided to each candidate.	Yes / No
Candidates are aware of who would assess their work and when.	Yes / No
Candidates are aware of how the assessment of their work would be moderated and validated.	Yes / No

I, the candidate, can confirm the above procedures were adhered to prior to the assessment of my Centre Assessed Work. I can confirm that the work is entirely my own.

Signed _____

Date of Submission: _____



Form CA3 - Appeal of Centre Assessed Marks Form



This form must be completed in full and submitted to the Examinations' Department before the published deadline of Appeals against the award of a Centre Assessed Mark.

Surname		Forename	
Candidate No.		Form	
Teacher(s)			
Subject		Awarded Mark	

Procedure error of aspect of mark scheme	Candidate's interpretation and evidence	Reviewer's Comments
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<i>Example</i>		
<i>e.g. No mark scheme was provided to candidates</i>	<i>This meant that I could not judge how the marks for each section were to be attributed</i>	

Procedure error of aspect of mark scheme	Candidate's interpretation and evidence	Reviewer's Comments

Signed _____

Date of submission: _____

For office use:

Original Mark:

Reviewer's Mark: