



INTERNAL APPEALS PROCEDURE

REVIEWS OF MARKING – CENTRE ASSESSED MARKS

GCSE CONTROLLED ASSESSMENTS / GCSE NON-EXAMINATION ASSESSMENTS

Soham Village College 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.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Soham Village 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 candidate's work, internal moderation and standardisation will ensure consistency of marking

- Soham Village College 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.
- If a student is concerned about the marks awarded for their assessment, they should in the first instance raise the matter with their subject teacher or head of department so that they can understand how the mark scheme has been applied.
- If the candidate still feels they have reason to query the marks awarded, they may request a review.
- The subject teacher or head of department will clearly inform the student of the final deadline for reviews to be completed to tie in with the awarding body deadline.
- Requests for reviews of marking **must** be made in writing to the Exams Officer.
- Soham Village College will allow sufficient time for any reviews 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.
- Soham Village 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.
- Soham Village College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed 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 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.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency of marking between centres. The moderation process may lead to mark changes. This process is outside the control of Soham Village College and is not covered by this procedure.