

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

Watford Grammar School for Boys (WBGs) is committed to ensuring that whenever its staff assess 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 that have appropriate knowledge, understanding and skill. WBGs 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 standardisation and moderation will ensure consistency of marking.

Once candidates' work has been marked, and internal moderation completed, an individual candidate will receive his mark. This will be returned to him via email. This email will also have details of the measures which are in place to ensure accurate marking and moderation, and information about how to request a review. The candidate may also request a copy of the mark scheme which has been applied to his work, to help him understand his mark.

The process which will be followed with any candidate requesting a review will be as follows:

1. The candidate will need to complete a WBGs 'Request for NEA mark review' form. He will need to request a copy of this form from the Examinations Officer via email. On this form, the student will need to state, precisely, the areas of his work which he feels have been wrongly assessed. He will need to sign this form. By signing, he will acknowledge that the review may lead to a change in his mark, and this change could involve the mark going down.
2. He will need to return this form, in person, to the Examinations Officer.
3. There will be a strict deadline for the return of this form:
 - a. The deadline will be printed on the 'NEA mark' sheet.
 - b. Reviews will not be completed if forms are returned after the deadline given.
 - c. This deadline is necessary to ensure that the review can be completed before marks are submitted to the Examination Board. WBGs does not want the marking review process to lead to additional restrictions for all candidates on the time available to complete their NEA. This means it is necessary to limit the amount of time available to request a review of marking.
 - d. Candidates will be charged when they request a review of an NEA mark. The purpose of this is to cover the staff and administration costs associated with the process. All money collected in this way will be kept separate from general school funds, and will only be used for costs linked to the public examination system. The charge made will be in line with the charges made by Awarding Bodies for Enquiries about Results. If an NEA mark is adjusted as a result of the review, the candidate will be refunded any money he has paid. The school will make provision to ensure that Pupil Premium students (and those KS5 students experiencing severe financial hardship) are able to request NEA reviews without payment.
4. Once a 'Request for NEA mark review' form has been received, the Examinations Officer, in consultation with the Senior Leadership Team, will arrange for a review of the mark awarded. The review will be conducted 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.
5. When the review has been completed, the candidate will be informed in writing of its outcome.
6. 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.

Students must submit NEA to their teachers by the internal deadline set by the teachers in order for the process outlined in this document to apply. The school cannot guarantee that it will be able to offer a review of marks, as set out above, if work is submitted late.

After 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 WBGs and is not covered by this procedure.

Understanding how your work has been assessed:

Your work has been assessed in school. You can be confident that the mark you have been awarded is accurate.

A rigorous process has been followed to ensure that your mark is the right one. In particular, the teachers marking this work:

- Have received training from the Exam Board.
- Have followed detailed mark schemes.
- Have kept records as to why they have awarded marks. This may be in the form of annotation on the work, or comments on a separate sheet.
- Have worked together to complete a moderation process. This means they have looked at examples of one another's marking, and ensured that work is being marked in a consistent way.

The Exam Board will request a sample of the work which has been assessed in school, and ensure that this work is marked to the correct standard.

Requesting a review of your mark:

If you feel your work has been incorrectly assessed, you may request a review of the mark. However, you should be able to identify why you feel this is necessary. The school is confident that your work is marked accurately.

If you wish to request a review, you must follow this process:

- You must think carefully about your work, and look closely at the mark scheme which has been used to assess it. You need to be able to state why you feel your work should have been awarded a higher mark.
- You must complete the NEA Mark Review form (Appendix one).
- You must complete this form, sign this and return it to Examinations Officer by the deadline given on the email containing your marks. If you do not meet the deadline, it will not be possible to review your work.
- There is a charge for a review of the mark. This is £41 for GCSE and £46 for A Level. This is to cover the costs of completing the review. This must be paid via ParentPay within three days of submitting your Request for an NEA Mark Review.
- If you are experiencing financial hardship but wish to request a review of a mark, speak to Mrs Hill or the Examinations Officer in confidence.

Appendix one Request for an NEA Mark Review

Name:

Candidate number:

Full title of the piece of work for which you want a review of the mark:

Subject area for which this work was produced:

Please explain why you feel a review of the mark is needed. You should refer to the mark scheme and your work as you do this. You should explain what aspects of your work you feel have been assessed inaccurately.

I give my consent and agree to make the appropriate payment for a review of this non-examined component. In giving consent I understand that as a result of this review the mark for this piece may be lower than, or higher than, or the same as the mark which was originally awarded. I understand that I shall have to accept the mark I am given as a result of the review process. I also understand that after this review is settled, 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 WBGS and is not covered by this procedure.

Signature: