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| Policy Name | Reviews of Marking Policy |
| Policy Number | 11 |
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| Author | A Potts |
| Reviewed by | RMA |
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Reviews of Marking

This policy is complementary to other policies relating to examinations including

- National Qualifications and External Exams
- Reviews of Marking
- Enquiries about Results
- Non-examination assessments Policy

It is also complimentary to other College-wide policies, including:

- Complaints and Appeals policy

Purpose

Certain components of GCSE, GCE and other qualifications that contribute to the final grade of the qualification are internally assessed by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Landau Forte College is committed to ensuring that students' work is assessed fairly, accurately and in accordance with the awarding body's specification for each subject.

The College ensures that all staff follow a robust Non-Examination Assessment (NEA) policy (for the management of GCSE and GCE non-examination assessments). This policy details all procedures relating to NEAs including the marking and quality assurance processes which relevant learning tutors are required to follow.

Candidates work will be marked by tutors who have appropriate knowledge, understanding and skill and who have been trained in this activity. Where more than one member of staff is involved in the assessment of a specific task, internal moderation and standardisation will take place within the team to ensure consistency of marking.

Reviews of marking

In line with JCQ requirements, the College will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the results 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 marking of a centre assessed piece of work.
- If a request for copies of such materials is made, ensure that these are made available promptly to the student (where possible within 1 working day).
- Candidates will be provided with a clear deadline in order to allow them to review copies of materials and reach a decision as to whether to request a review of marking (normally 2 working days). This appeal should be made in writing to the Examination Officer.

- If a review of marking is requested, the College will provide sufficient time for the review to be carried out, any changes to be made and to inform the candidate of the decision, all before the awarding body's deadline. (normally 2 working days)
- Ensure that any review of results is carried out by a competent and sufficiently trained assessor who has had no previous involvement in the assessment of the candidate's work and has no personal interest in the review. The College may use staff from other Trust schools as required.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre

All requests for a review of marking must be made in writing and students will be informed of the outcome of any review in writing. All internal marks even those changed after a review of marking should be considered provisional as 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 the centre marking is in line with national standards.



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| Date | September 2023 |
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