

Review of Marking – Centre Assessed Marks

The Purcell School is committed to ensuring that whenever its staff assess students' work for public examinations this is done fairly, consistently and in accordance with the awarding body's specification and subject-specified associated documents.

Candidates' work will be marked by staff that have appropriate knowledge, understanding and skill. The Purcell School is committed to ensuring that the 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 their mark. The candidate may request a copy of the mark scheme which has been applied to their work, to help them understand their mark.

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

1. The candidate will need to e-mail the Examinations Officer (exams@purcell-school.org). They should state, precisely, the areas of their work which they feel have been wrongly assessed. By sending this e-mail the candidate acknowledges that the review may lead to a change in their mark, and this could involve the mark going down.
 - a) The deadline for this procedure is the fourth school day which follows the day on which the candidate received their mark. For example, if the candidate's mark is given to them on a Monday, they must have contacted the Examinations Officer to request a review of marking by the end of Friday of the same week.
 - b) Reviews will not be completed if the Examinations Officer is contacted after this deadline.
 - c) This deadline is necessary to ensure that the review can be completed before the marks are submitted to the Examination Board.
2. Once the request for the review of marking has been received the Examinations Officer, in consultation with the Senior Leadership Team, will arrange for a review of the mark award. The review will be conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of the candidate and has no personal interest in the review.

3. When the review has been completed, the candidate will be informed in writing of its outcome.
4. 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 marks bring any irregularity in procedures to light the awarding body will be informed immediately.

Students must submit non examination assessments 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 the 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 the mark changes. This process is outside of the control of The Purcell School and is not covered by this procedure.

Senior Leadership Approved: February 2018

Date of Review: reviewed March 2019, JCH