

**Procedure for review of marking for GCSE
Non Examined Assessments and
Controlled Assessments**

The Warwick 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. We are 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.

1. The school 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.
2. We 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. Having received a request for copies of materials, promptly make them available to the candidate.
3. Candidates will be issued with their centre-assessed marks by 20 April 2018 and will have 5 working days to allow them to review copies of materials and reach a decision. Requests for review of marking must be made as soon as possible and no later than 27 April 2018.
4. Requests for reviews of marking must be made in writing and must present reasonable grounds to request a review of marking, following the criteria set out in the Review of Marking Request Form. Review of Marking Request Forms can be obtained from the Examinations Office in school. Candidates should be aware that marks may be adjusted down as well as up following a review of marking and that the centre will make a charge for the review to be carried out.
5. The school has a further 5 working days to carry out the review and will ensure that an assessor who has appropriate competence and has no previous involvement in the assessment of that candidate carries out the marking.
6. The candidate will be informed in writing of the outcome of the review. There is no right of appeal following this review.
7. The outcome of the appeal will be made known to the Head of Centre and a written record of the appeal kept and made available to the awarding body at their request.
8. 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 the school and is not covered by this procedure.