

## Internal Appeals/ Reviews of centre assessed marks (NEA) Procedure

### 1. Introduction

Queens' School is committed to ensuring that staff mark candidates' work fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates must adhere to the internal deadlines given and their work will then be marked by staff who have appropriate knowledge, understanding and skills, 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.

Occasionally a candidate may not agree with the internally assessed marks awarded. If the disagreement cannot be resolved by discussion between the teacher or Head of Department and the candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the following appeals procedure. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

The Examinations Officer is in overall charge of managing appeals relating to internal assessments. The Examinations Officer is responsible for disseminating information to all candidates and their carer/s about the appeals procedure and for informing the Head of Centre about the existence and outcome of all such appeals.

### 2. Process

Queens' 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.
- 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.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Allow sufficient time for the review 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.
- 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.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

### **3. Procedure**

Requests for reviews of marking must be made in writing to the Examinations Officer by the candidate within 3 days of receiving the internally assessed marks. The candidate will be informed in writing 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.

### **4. External Moderation**

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 Queens' School and is not covered by this procedure.