



QUEENS' SCHOOL

Headteacher: Jonathan Morrell BA, MA, PGCE, NPQH

Centre Assessed Mark Sheet

Student:

Subject:

Mark awarded for the work:

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 this form, sign and return it to the Exams Officer within three days of receiving this.

There is a charge of £50 for a review of the mark. This is to cover the costs of completing the review. This must be paid via the Accounts Department within three days of submitting your Request for a Mark Review. If you are experiencing financial hardship but wish to request a review of a mark, speak to the Examinations Officer in confidence.

The deadline for requesting a review of this mark is three days from the date your marks were given to you. If you do not meet the deadline, it will not be possible to review your work



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Registered in England; Registered Number 07650609

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 mark 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 Queens' School and is not covered by this procedure.

Signature :

Date :