



**THE NELSON THOMLINSON SCHOOL  
REVIEWS OF MARKING: STAFF POLICY**

Signed by Headmaster:

Signed by Chair of Governors:

Reviewed by Curriculum Teaching and Learning Committee:

13 February 2020

Next review:

February 2021

## Reviews of marking – centre assessed marks: Policy for centre staff

This applies to all GCSE controlled assessment, GCE coursework, GCE and GCSE non-examination assessments.

A published policy will outline the procedure for candidates wishing to request a review of the centre's marking. This will be available via the NTS website. The following procedure is for school staff:

1. The annual deadlines for all internal marking are approximately 17<sup>th</sup> April for most A Levels and 23<sup>rd</sup> March for most GCSEs. Exceptions are Technology (20<sup>th</sup> April) and Art (4<sup>th</sup> May).
2. The deadlines for all internal moderation of marking is approximately one working week after the marking deadline.
3. All pupils **must** be given their mark/s for their centre assessed work, **but not any suggested grade**, by their class teacher verbally. Pupils will be instructed that they are not allowed to ask for a suggested grade.
4. The deadlines for candidates to request, in writing to the Headmaster, 'materials' to assist them in considering whether to request a review of the marking in a subject are **2<sup>nd</sup> May for most A Levels and 24<sup>th</sup> April for most GCSEs. In Art, the deadline is 16<sup>th</sup> May, and Technology 4<sup>th</sup> May.**
5. Upon receipt of such a request, the respective HoD will provide (within 24 hours) the candidate with the appropriate 'materials', such as:
  - A copy of the marked work (not the original)
  - A copy of the relevant specification, or direction as to where to find it electronically
  - A copy of associated subject-specific documents (e.g. assessment grids, candidate assessment forms)
6. **The deadlines for requesting a review of the centre's marking are 4<sup>th</sup> May for most A Levels, and 26<sup>th</sup> April for most GCSEs. The deadline for Art is 18<sup>th</sup> May and Technology 8<sup>th</sup> May.**
  - a. This must be done in writing to the Headmaster, and must specify:
    - i. In which subject the candidate would like the marking to be reviewed
    - ii. The reason/s why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect
7. Any request received after the above deadline will not be considered.
8. A 'third party' reviewer will be assigned either from within the school's team of middle and senior leaders, or from colleagues within neighbouring schools. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. They will not have had any previous involvement in the assessment of the work.
9. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned.
10. The decision of the reviewer will be final. The candidate will be informed of the outcome of the review in writing, signed by the Headmaster.