



SPERRIN
INTEGRATED COLLEGE

MAGHERAFELT

APPEALS OF INTERNAL ASSESSMENTS (COURSEWORK) POLICY
APPENDIX 2 SPERRIN INTEGRATED COLLEGE
EXAMINATIONS POLICY

SPERRIN INTEGRATED COLLEGE

Review of marking - Centre Assessed Marks Policy

With reference to:

(GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

Appendix 2

Sperrin Integrated College Internal Appeals Process

Sperrin Integrated College 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. Sperrin Integrated College is 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. Sperrin Integrated College 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. Sperrin Integrated College 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.
3. Sperrin Integrated College will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. Sperrin Integrated College will provide candidates with sufficient time, normally at least **five** working days, in order to allow them to review copies of materials and reach a decision.
5. Sperrin Integrated College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Sperrin Integrated College will 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.
7. Sperrin Integrated College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. Sperrin Integrated College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Sperrin Integrated College will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

B A Heron
Principal
Head of Centre
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