

Centre assessed marks for summer 2024

Reviews of marking: Procedure for candidates -

In accordance with the Joint Council for Qualifications (JCQ) directives, this procedure below outlines the process candidates must follow should they wish to consider requesting a review of marking with regards to internal assessment (centre assessed marks) if a candidate feels procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking. Students should read the Internal Appeals Procedure which can be found on the school website before submitting a request.

1. Candidates will be informed of their centre assessed marks by their class teacher. The teacher **will not** be able to tell a candidate the grade that the mark converts into, and a candidate **must not** ask for any indication of such a grade.

2. **Stage 1** - Candidates may request copies of 'materials' to assist them in considering whether to request a review of the centre's marking of a specified assessment. This **must** be made in writing and either emailed to exams@hopevalley.chorustrust.org or posted to the Exams Officer. **You must complete the Internal Appeals form, a copy of which can be found on the website and this must be submitted by the relevant deadline** (see table below).

The 'materials' may include:

- A copy of the marked work (not the original), where this is possible
- 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)

Hope Valley College will make these 'materials' available promptly upon receipt of any such request.

3. **Stage 2** - Having reviewed the 'materials', a candidate may make a request for a review of marking for a specified assessment. This **must** be made in writing and either emailed to exams@hopevalley.chorustrust.org or posted to the Exams Officer. **This must be done by completing the Internal Appeals form, a copy of which can be found on the website and this must be submitted by the relevant deadline** (see table below).

The request for a marking review **must** also specify:

- In which subject the candidate would like the marking to be reviewed
- The reason/s as to why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect

Any request received that does not explain the reason for requesting a review of marking **will not** be considered.

Any request received after the deadline **will not** be considered due to the external submission deadline.

4. The review of marking will be conducted 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.

The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set by the centre.

Hope Valley College will inform the candidate of the outcome of the review in writing.

5. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged. A written record of the review will be kept and made available to the awarding body upon request.

6. After each candidate's work has been internally assessed and moderated, it is then externally moderated by the awarding body to ensure consistency in marking between centres. The external moderation process may lead to mark changes, which is outside the control of Hope Valley College.

Catering deadlines

Marking completed by teachers	19 th April
<u>Student deadline</u> for requesting a review of materials	27th April
<u>Student deadline</u> for written requests of review of marking.	28th April
Students to receive outcome of the review	3 rd May

English Language spoken endorsement deadlines

Marking completed by teachers	19 th April
<u>Student deadline</u> for requesting a review of materials	27th April
<u>Student deadline</u> for written requests of review of marking.	28th April
Students to receive outcome of the review	3 rd May

Engineering deadlines

Marking completed by teachers	19 th April
<u>Student deadline</u> for requesting a review of materials	27th April
<u>Student deadline</u> for written requests of review of marking.	28th April
Students to receive outcome of the review	3 rd May

D&T deadlines

Marking completed by teachers	19 th April
<u>Student deadline</u> for requesting a review of materials	27th April
<u>Student deadline</u> for written requests of review of marking.	28th April
Students to receive outcome of the review	3 rd May

Music deadlines

Marking completed by teachers	15 th April
<u>Student deadline</u> for requesting a review of materials	18th April
<u>Student deadline</u> for written requests of review of marking.	19th April
Students to receive outcome of the review	25 th April

PE Component 3 deadlines

Marking completed by teachers	19 th April
<u>Student deadline</u> for requesting a review of materials	27th April
<u>Student deadline</u> for written requests of review of marking.	28th April
Students to receive outcome of the review	30 th April

Art deadlines

Marking completed by teachers	15 th May
<u>Student deadline</u> for requesting a review of materials	23rd May
<u>Student deadline</u> for written requests of review of marking.	24th May
Students to receive outcome of the review	29 th May

Drama deadlines

Marking completed by teachers	29 th April
<u>Student deadline</u> for requesting a review of materials	7th May
<u>Student deadline</u> for written requests of review of marking.	8th May
Students to receive outcome of the review	13 th May

Internal Appeals Form

(please use one form per subject and unit)

FOR CENTRE USE ONLY	
Date received by candidate	
Date submitted to Head	
Date candidate received outcome	

Please tick:

- Stage 1 - I wish to request copies of 'materials' for the subject and unit below, to assist me in considering whether to request a review of the centre's marking
- Stage 2- I wish to appeal against an internal assessment mark for the unit below (this can only be selected after stage 1 has been completed)

Candidate Forename:		Candidate Surname:	
Subject:		Exam Unit:	

Please state the grounds for your appeal below (this is for stage 2 only):

I understand and accept the conditions stated in the procedure.

Candidate Signature:	Date:
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This form must be signed, dated and returned to the Exams Officer either via email to exams@hopevalley.chorustrust.org or by post, before the deadline.