



Wigston Academies Trust

APPEALS AGAINST INTERNAL ASSESSMENTS OF WORK: VOLUNTARY

DATE APPROVED	Oct 2019	REVIEW FREQUENCY	Annual
APPROVED BY	Head of Centre	DATE FOR REVIEW	Oct 2020

Signed by Headteacher:

Date:

1. INTRODUCTION

This policy applies to reviews of marking of centre assessed marks i.e. GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications.

Wigston Academies Trust is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Wigston Academies Trust is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

2 PROCEDURES

2.1 Wigston Academies Trust will ensure that students 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. **This request will only be processed if the student has met the agreed deadline date that has been set and shared by the department delivering that coursework.**

2.2 A request will only be accepted from the student themselves. This must be received **no later than ten** working days before the official examination board deadline date. This will vary depending on the awarding body.

2.3 Wigston Academies Trust will provide a clear deadline for students 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 and specifically address the reason for the request for review.

2.4 Wigston Academies Trust will inform students 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. The Trust will, having received a request for copies of materials, promptly make them available to the students, and will provide them with sufficient time in order to allow them to review copies of materials and reach a decision.

2.5 Wigston Academies Trust will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline. The Trust will 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 student and has no personal interest in the review. The reviewer will be instructed to ensure that the student's mark is consistent with the Wigston Academies Trust will inform the student in writing of the outcome of the review of the centre's marking.

2.6 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.

3. EXTERNAL MODERATION

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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.