**Reviews of marking - centre assessed marks
(GCSE controlled assessments and GCSE non-examination assessments)**

In line with JCQ regulations Malet Lambert School 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. Malet Lambert School 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.

Where a candidate believes that the mark awarded to their work is not accurate or appropriate, and having read the information below, they may submit an appeal to the school.

Appeals will be processed in time for any marks to be amended prior to final submission to awarding bodies.

* All students should be made aware of the mark awarded to their work before the mark is submitted to the awarding body.
* In deciding whether an appeal is made, students are entitled to be request copies of materials to assist them in considering whether to request a review of the centre’s marking of an assessment. Materials will be made available to students within 2 working days. Likely materials made available to students will include a copy of their marked work, the relevant specification and associated subject specific documents.
* If, having read the materials, students feel there are grounds for an appeal, they should complete the details below and submit the form to the relevant subject leader.
* Malet Lambert School 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 candidate and has no personal interest in the review.
* Students will be informed in writing of the outcome of the review of the centre’s marking.
* After candidates’ work has been internally assessed, 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 Malet Lambert School and is not covered by this procedure.
* Students need to be aware of the following:
	+ Following an appeal made to the school, the marks awarded for an assessment may go up or down, or be left unchanged.
	+ The original mark awarded will not be adjusted where work is reassessed and deemed to be within reasonable tolerance (normally 3 marks).
	+ If, following an appeal, the mark of a student is adjusted, whether it is increased or decreased, it is the revised mark that will be submitted to the awarding body.
	+ Once a decision regarding an appeal has been made, the work of students will not be reviewed again by the school.

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| Please tick this box to confirm that you have read and understood the appeals process. |  |

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| Please tick this box to confirm that you understand that the mark awarded for your work may be increased, decreased or stay the same. |  |

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| Please tick this box to confirm that you have read and understood the assessment criteria applied to the work for which the appeal is being submitted. |  |

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| Please tick this box to confirm that you understand that once this appeal decision has been made, no further appeals may be made for this piece of work. |  |

Please use this box to outline the reasons for your appeal. Try to provide relevant detail and be as specific as possible. You may wish to make reference to the specific assessment criteria which you feel has not been accurately assessed.

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| Student Name |  | Reg Group |  |
| Signed |  | Date Submitted |  |
| Head of Subject |  | Date Received |  |