

## Appeals relating to internal assessment decisions (centre assessed marks)

This procedure confirms Chauncy School's compliance with JCQs **General Regulations for Approved Centres** (section 5.7) in relation to centre-assessed work.

Chauncy 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 and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker. Chauncy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Requests for reviews of marking **must** be made in writing, sufficiently in advance of the awarding body's deadlines and with an explanation of what grounds they wish to request a review. A review request can only be submitted in relation to the quality of work submitted. Forms will be made available from the examinations office.

### **Chauncy School** will:

1. 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. 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. having received a request for copies of materials, promptly make them available to the candidate
4. provide candidates with sufficient time to allow them to review copies of materials and make a decision on whether to proceed with a review of marking request
5. 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
6. 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 outcome of the review
7. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
8. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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 Chauncy School and is not covered by this procedure.