



## **Appeals Procedure**

### **Reviews of Marking – Centre Assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

Oasis Academy Sholing (the Centre) is committed to ensuring that whenever its staff mark candidates' work for external qualification, it 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 skills, and who have been trained in this activity. The Centre 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.

If a candidate feels that this may not have happened in relation to their work, they may make use of this appeal's procedure. Requests for reviews of marking must be made in writing using the Centre Assessed Marks Appeal Form by the deadline stated. Late requests cannot be considered.

The Centre will:

1. inform candidates of their centre assessed marks and advise them that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of their assessment.
2. promptly make copies of materials available to the candidate, upon request.
3. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. only accept requests for reviews of marking in writing, using the form available, by the deadline stated. Late requests cannot be considered.
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 promptly and 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 (the Principal) and will be logged as a complaint. 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.

Once 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 Oasis Academy Sholing and is not covered by this procedure.

This appeal's procedure is made known to candidates in subjects where assessment is a component of the subject award. The procedure is also available from the Examinations' Officer and on the Oasis Academy Sholing website.