



ROOKS HEATH
COLLEGE
opportunity through learning

Headteacher
Dr. J. Reavley B.A. M.A. Ed.D.

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) Rooks Heath College Procedure 2017 – 2018

Rooks Heath College 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. Rooks Heath College 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.

1. Rooks Heath College will 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. The deadline for this academic year is April 20th 2018.
2. Rooks Heath College will also 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. The College will, having received a request for copies of materials, promptly make them available to the candidate so that the candidate has time to decide whether to make a request for review of marking, before the deadline detailed below.
3. Requests for reviews of marking **must** be made in writing and addressed to the Exams Manager who will instigate the review process. The deadline for this academic year is April 27th 2018, in order to 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.
4. Rooks Heath College 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. The College will also instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Rooks Heath College is part of Tithe Academy, a charitable company registered in England and Wales, registered number 07687178, registered office:
c/o Rooks Heath College, Eastcote Lane, South Harrow, HA2 9AH
Tel: 020 8422 4675 Fax: 020 8422 4407 Email: contactus@rooksheath.harrow.sch.uk





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5. The candidate will be informed in writing of the outcome of the review of the centre's marking.

6. The outcome of the review of the centre's marking will be made known to the head of centre. 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 Rooks Heath College and is not covered by this procedure.

Updated 12/01/2018

Ratified by the Board of Trustees 05/02/2018

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Rooks Heath College Procedure 2017 – 2018**

APPLICATION FOR REVIEW OF MARKING

Surname:	Tutor Group:
Forename:	Candidate No:

Level (GCSE/GCE etc.):	Exam board:
Subject/Code:	

Please give full details of the review you are requesting below:

To the Exams Manager:

I wish to apply for a review of internal marking of the above piece of work.

I understand that this review will take place promptly and that I will be informed in writing of the outcome before the deadline for submission of the reviewed mark to the exam board.

I understand that, once the reviewed mark has been sent to the exam board, it will then be subject to the board’s moderation process which could lead to mark changes. This process is outside the control of Rooks Heath College and is not covered by this review application.

Student Signature:	Date:
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For office use:	
Review passed to (teacher name):	Date:
Outcome Received – Result:	Date:
Candidate Informed – Method:	Date:

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