

# **WESTCLIFF HIGH SCHOOL FOR GIRLS**

*An Academy Grammar School*



## **Reviews of marking - centre assessed marks Guidance to pupils wishing to make an appeal – February 2018**

1. Departments will issue the mark (or a mark based on current progress if work on the assessment is on-going) no later than 17 April 2018
2. Copies of the marked assessment materials and the mark scheme/assessment criteria will be made available
3. You have five working days from this date to decide whether to appeal
4. You will need to explain on what grounds you wish to request a review of an internally assessed mark

### **Criteria on which an appeal can be made**

- Complaints regarding the quality of teaching are not part of this process. This review is only of the quality of work submitted
  - You should not request a review because the mark/grade does not compare with a forecast grade or target grade
  - Appeals should only be made because the mark you have been awarded does not give you sufficient credit for meeting the criteria in the mark schemes
5. If you decide to appeal you should collect an Internal Appeals Form from the examinations office in the basement
  6. All forms should be handed to the examinations officer by 3-30pm on 24 April 2018 and a receipt should be received.
  7. A charge of £30 will be made for each appeal which should be paid on Parentpay by 3-30pm on 24 April 2018
  8. You will be informed in writing of the result of this appeal as early as possible and no later than 15 May 2018

## **Moderation by the examination boards**

- It is important that you understand that 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 a centre, whereas moderation by the awarding body ensures that a centre marking is in line with national standards