



MERCHANT
TAYLORS'
SCHOOLS

For Boys and Girls
aged 4 to 18 years

Internal Appeals Procedure for Centre assessed marks

Merchant Taylors' Boys' School (MTBS) 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.

MTBS ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE and Project qualifications, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. MTBS 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. MTBS will inform candidates 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. MTBS will 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 and, having received a request for copies of materials, promptly make them available to the candidate. Candidates will be provided with appropriate time in order to allow them to review copies of materials and reach a decision.
3. Requests for reviews of marking **must** be made in writing by the deadline stated. Late requests cannot be considered.
4. MTBS will allow 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.
5. MTBS 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 reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
6. The candidate will be informed of the outcome of the review of the centre's marking.
7. The outcome of the review of the centre's marking will be made known to the head of centre and a written record will be kept and made available to the awarding body upon request.

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 the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.