

# POLICY DOCUMENT

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	<b>REVIEW OF MARKING APPEALS POLICY</b>
Policy Reference	<b>SUAS.SCHOOL.1802.MARKAPPEAL.POL</b>

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	No
TO BE PUBLISHED ON WEBSITE	Yes / No	No

PROCEDURE OWNERSHIP	
Governor Committee:	N/a
Department responsible:	Examinations and Data
Post-holder: <i>(Title and Name)</i>	Examinations Officer, Maxine Douglass
LINKED POLICY REF:	
Responsible Person - Policy	Data Systems Manager

PROCEDURE IMPLEMENTATION DATE:	February 2018
PLANNED REVIEW INTERVAL:	4 Year
PLANNED NEXT REVIEW DATE:	February 2022

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to [policy@stratfordschool.co.uk](mailto:policy@stratfordschool.co.uk).

**i. POLICY OUTLINE**

This policy outlines the responsibilities for staff and students relating to the review of centre assessed marks at Stratford upon Avon School.

**ii. PURPOSE**

This policy is written to ensure there is a consistent and transparent process in place to handle review of marking requests from students.

**iii. IMPLICATIONS OF POLICY**

If the policy is not followed then there will be significant ramifications to student qualifications and centre relationships with awarding bodies.

**iv. EQUALITY ANALYSIS**

*Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.*

**v. CONSULTATION**

*Consultation will be with all relevant staff, prior to presentation for approval by the Senior Leadership Team (SLT). Students will be advised of the policy through communications from Progress Leaders and teaching staff..*

**vi. DOCUMENT HISTORY**

*The policy will be subject to regular review once ratified by the Senior Leadership Team. The history of the policy will be recorded using the chart following:*

<b>Date</b>	<b>Author/Reviewer</b>	<b>Amendment(s)</b>	<b>Approval/Adoption date</b>
February 2018	MDo	Policy Creation	

Stratford upon Avon School is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Stratford upon Avon School 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. Stratford upon Avon School 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.
2. Stratford upon Avon School 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.
3. Stratford upon Avon School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Stratford upon Avon School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Stratford upon Avon School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Stratford upon Avon School will 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.
7. Stratford upon Avon School 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.
8. Stratford upon Avon School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Stratford upon Avon School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review 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.

This policy should be read in conjunction with the Exams Policy.

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Head of centre

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Examinations Officer

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Date