



## **Appeals against centre assessed marks (GCSE controlled assessments and GCSE non-examination assessments)**

Darton College is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Darton College will ensure that Staff assessing work have appropriate knowledge, understanding and skill, and are trained in this activity. Darton 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. Darton College will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre marking before marks are submitted to the awarding body.
2. Darton College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre marking of the assessment. Learners will be asked to sign to say they have been given their mark and are aware of their right to appeal.
3. Darton College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Darton College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. Learners will be supervised whilst accessing their work to ensure it is kept secure at all times.
5. Requests for reviews of marking should be made in writing by completing an Appeal Form available from the Exams Office.
6. Darton College will allow sufficient time for the review to be undertaken, make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Darton College will ensure that an assessor with appropriate competence has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9. The candidate will be informed 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 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 will be moderated by the awarding body who ensure consistency in marking between centres. The moderation process may lead to mark

changes. This process is outside the control of Darton College and is not covered by this procedure.