

# Handsworth Grange Community Sports College

## *Exam Review of Marking Policy*



**Current Policy as of:** September 2018

**LT Responsibility:** Nick Parker

**Governor Committee:** Pupil Wellbeing

This procedure is reviewed annually to ensure compliance with current regulations

### Key staff involved in the complaints and appeals procedure

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Nick Parker</b>
SLT members	<b>BNW/KRG for initial replies to the <a href="mailto:reviewsofmarkingrequest@hgcsc.co.uk">reviewsofmarkingrequest@hgcsc.co.uk</a> request line.</b>
SLT members	<b>Nominated by Head of Centre when needed</b>
Exams officer	<b>Julie Davis</b>

## Purpose of the procedure

This policy is to inform parties about the Review of Marking services available (see end of policy for details) and the criteria to support a school funded review of an exam script.

### Criteria

- Dependent on subject, the policy is that if a student is within a certain number of marks away from the next grade boundary, **and that the Subject Leader feels that there is a possibility of a favourable outcome**, then HGCSC will approve a school funded application.
- Anyone outside this criteria is entitled to ask for a private review. Payment is strictly upfront and will be refunded if the grade changes either up or down.
- All applications must be accompanied by the consent form signed and dated by the applicant – no review of marking can be made without this. The deadline is 20<sup>th</sup> September year on year. The consent forms can be found at the end of this policy and printed off.

## Criteria by Subject

<u>Subject</u>	<u>Criteria</u>
<u>Maths/Statistics</u>	3 marks
<u>English Lang/Lit</u>	3 marks across all grades
<u>Science</u>	Trilogy -To qualify for a review, students needed to be within 4 marks of a grade 4, 5 or 6. Triple (Biology, Chemistry and Physics) - To qualify for a review, students needed to be within 4 UMS of a grade 4, 5 or 6.
<u>History</u>	2 marks focusing on Grade 3 into 4
<u>Geography</u>	4 marks
<u>Computer Science/Business/IT</u>	Computer Science and BTEC Business External Units: 3 marks CiDA: 2 marks maximum
<u>Languages</u>	2 marks across all 4 papers
<u>Sociology</u>	4 marks
<u>Drama</u>	<ul style="list-style-type: none"><li>• If the Subject Leader suspects there is an error in grade relation to the Non Exam Assessment</li><li>• If the grade is within 2% of an upper grade boundary</li><li>• If the Subject Leader feels the live component was marked harshly</li><li>• If there is an anomaly – ie if the majority of the class achieve estimated score and 1 is far below</li></ul>
<u>Health and Social Care</u>	2 marks for BTEC external units
<u>Other subjects on request</u>	To be discussed with Subject Leader

## Practical Subjects – ie Art,

The procedure for practical subjects is slightly different in that we cannot ask for one person's marks to be reviewed, it has to be the full cohort.

Please speak with the Subject Leader of the relevant subject if this is something you would like to discuss.

## **How to register your interest**

It may be that your script has already been earmarked for a review due to fulfilling criteria, and you may already have signed a consent form.

Please send an email to [reviewsofmarkingrequest@hgsc.co.uk](mailto:reviewsofmarkingrequest@hgsc.co.uk) and outline the reasons why.

You will receive an initial acknowledgement and then a reply within 5 working days informing you if:

- a) You have been approved for a school funded review of marking and to provide a signed consent form
- b) You will be informed that the criteria is not fulfilled and asked if you wish to proceed with a private review.

Please do not assume that any application has been made; it is your responsibility to check.

## **Reviewing a Script and Appeals**

When a script is sent for a review, the moderator will be looking to see if the mark scheme has been applied correctly and will make adjustments if necessary. The deadline for this is 20<sup>th</sup> September year on year,

The awarding body will then inform the school of the decision, and subsequently HGCSC will inform the candidate.

If you are still unhappy with the result then you have a short window in which to appeal. Please put this in writing to the Head of Centre, stating the reasons why. Please note that this does have to be a specific reason relating to the marking scheme and not just the fact that the grade has not increased because you wanted/needed it.

We would like to draw your attention to the fact that a Review of Marking does not guarantee a higher mark and candidates should not rely on this. Grades can go up as well and down

## **Access to Scripts**

If you would like to have a copy of your script, then please sign the consent form and enquire the price – different for each awarding body. Pearson offer a free service – however a £5.00 admin charge is applicable to each script to cover the processing.

There is also a £5.00 admin charge for any script ordered. These may come as electronic which may be emailed or hard copy which will be posted.

The applicant is giving permission by way of the application to allow HGCSE to email or post the scripts to them. Teaching staff may also like to look at your script and if you are happy to let them do so, please sign the consent form to give your permission. We cannot look at any script without your permission.

## Appendix A



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Clerical re-checks, reviews of marking and Appeals

#### Candidate consent form

##### Information for candidates

**The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.**

If your school or college submits an application for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

##### Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

##### Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

.....

.....

**I give my consent to the head of my examination centre to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.**

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

## Appendix B



AQA      City & Guilds      CCEA      OCR      Pearson      WJEC

### ACCESS TO SCRIPTS

#### Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**

## What is available? (Excerpts taken from JCQ Post Results Booklet)

### **4.3 The awarding bodies offer the following Review of Results services.**

#### **4.3.1 Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

- **Submit the application on-line.**
- Candidate consent is required (**see section 4.2, page 5**).
- For the **June 2018 examination series**, the request **must** be received by the awarding body by **20 September 2018**.
- **The deadline for completion is within 10 calendar days of the awarding body receiving the request.**

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

**Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).**



#### 4.3.2 Service 2 (Review of marking)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

**The service is available for externally assessed components of both unitised and linear GCE and GCSE specifications.**

- **Submit the application on-line.**
- Candidate consent is required and **must** be held on file by the centre (**see section 4.2, page 5**).
- For the **June 2018 examination series**, the request **must** be received by the awarding body by **20 September 2018**.
- **The deadline for completion is within 20 calendar days of the awarding body receiving the request.**

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

#### 4.3.3 Priority Service 2 (Review of marking)

This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

**The service is available for externally assessed components of both unitised and linear GCE specifications. It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested.**

- **Submit the application on-line.**
- Candidate consent is required (**see section 4.2, page 5**).
- For the **June 2018 examination series**, the request **must** be received by the awarding body no later than **23 August 2018 (seven days after the publication of GCE A-level results)**.
- **The deadline for completion is within 15 calendar days of the awarding body receiving the request.**

#### 4.3.4 Service 3 (Review of moderation)

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of candidates' work.** The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

**Please note that if your centre's internally assessed marks (controlled assessment, coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.**

- **Submit the application on-line.**
- Candidate consent is **not** required (**see section 4.2, page 5**).
- For the **June 2018 examination series**, the request **must** be received by the awarding body by **20 September 2018**.
- **The deadline for completion is within 35 calendar days of the moderator receiving the original sample of work from the centre.**
- **The review of moderation will be undertaken on the original sample of candidates' work.**
- **A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.**

**Approved by**

**Governor:** ..... **Date:** .....

**Signature:** .....