



Reviews of marking – centre assessed marks

Under the JCQ regulations students are entitled to request a review of centre assessed marks for Non-Examined Assessment (NEA) units where these contribute to the overall final award grade.

- GCSE English Language NEA Spoken Language Endorsement – this is a stand-alone grade and **does not** contribute to the overall final award grade (9-1). The grade for GCSE English Language is entirely based on the two written examination papers each of 50% weighting and there is no contribution from the Spoken Language assessment.

Three calendar days after the student has received their internally assessed marks, they can request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. The school will make copies of materials within 2 calendar days of receiving an appeal to review a candidate's centre assessed marks.

The School will provide candidates with 3 calendar days in order to allow them to review copies of materials and reach a decision.

Requests for reviews of marking must be made in writing to the school's examinations officer, Mrs Marston, by filling in the Internal Appeals Form, clearly stating the reason why a review is being requested. There will be a fee of £12.50 for this service and payment will need to be made on Parent Pay. Parents will be notified of the deadline for submission of this letter requesting a review.

Limpsfield Grange School will allow 3 calendar days for the review to be 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 school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

The candidate will be informed in writing of the outcome of the review of the centre's marking by Mrs Marston, examinations officer.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Limpsfield Grange School.

The school's policy for Internal Appeals Procedures can be found with the policies on the school's website.