



# Langley Grammar School

## Internal Appeals Procedure for Reviews of Marking of Centre Assessed Work

Langley Grammar School 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Langley Grammar 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. Langley Grammar 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. Langley Grammar 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. Langley Grammar School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Langley Grammar School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Langley Grammar 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. Langley Grammar 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. Langley Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
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 and will be logged as a complaint. A written record of the review 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. The centre will inform the awarding body if it does not accept the outcome of a review.

### The moderation process may lead to mark changes.

- After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. 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 mark submitted to the awarding body is subject to change and should therefore be considered provisional. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. This process is outside the control of Langley Grammar School and is not covered by this procedure.

### Documents to refer to:

- JCQ Guidance on NEA –  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- 2022/23 – Instructions for conducting NEA  
[https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions\\_NEA\\_22-23\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions_NEA_22-23_FINAL.pdf)
- 2022/23- FAQ about marks for NEA  
[https://www.jcq.org.uk/wp-content/uploads/2022/08/Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks\\_2223\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks_2223_FINAL.pdf)

### Key dates for 2023-24

	Final deadline to submit marks to the exam board	Last day for formal requests for review	Last day students can request marked materials (5 day period)	Last day to give scores to students
GCSE (AQA)	Tuesday 7 <sup>th</sup> May	Tuesday 30 <sup>th</sup> April	Tuesday 23 <sup>rd</sup> April	Friday 19 <sup>th</sup> April
GCE (all boards) GCSE (non-AQA)	Wednesday 15 <sup>th</sup> May  NB – LGS internal deadline = 7 <sup>th</sup> May	Tuesday 30 <sup>th</sup> April	Tuesday 23 <sup>rd</sup> April	Friday 19 <sup>th</sup> April
Art/Design PE	TBC Notionally: Friday 31 May	TBC Notionally: GCSE - Thursday 16 <sup>th</sup> May AL/AS – TBC	TBC Notionally: GCSE - Thursday 9 <sup>th</sup> AL/AS – TBC	TBC Notionally: GCSE – Wednesday 8 <sup>th</sup> May AS – TBC