

Review of marking External Assessments and Examinations

At Ark Helenswood Academy, we are concerned that every student's external assessment and examination grades are a true reflection of their work and efforts. This determination extends to the examination board themselves. In the case of controlled assessments and non-examination assessments marked by the academy, these are sampled by the examination boards and the grades given are verified as appropriate. Examinations papers are also scrutinised and moderated for consistency. However, despite this, there are still occasions where the marking raises concern, particularly when a student seems to have underperformed for no obvious reason or that the marks given are close to the next grade boundary that the re-interpretation of even a small part of the student's paper could lead to a change in the grade awarded.

We carefully analyse all results that are returned to the academy by the examination boards and where we believe a mistake has been made, we will request a review of marking. In such cases, this is a professional judgement made by the Head of Faculty and agreed by a Senior Leader taking into account our experience in dealing with reviews of marking and knowledge of the likelihood of success for the candidate. We need to make you aware that a review of marking of papers can result in marks going down as well as up, a significant change can lead to the overall grade awarded going down.

If you are concerned about a result, firstly you should speak to the Head of Faculty for that subject, who will discuss your child's result along with the realistic possible outcome for an appeal. The academy will let you know within two working days if it supports your request for a review of marking.

There are times when a parent/carer or student insists on a review of marking against the academy's advice. If this is the case parents need to complete the attached form and submit it along the appropriate fee to the examinations officer, Mrs Zena Gaunt. The fee of £50 covers the cost of the review of marking and a small administration fee. In the event the appeal is successful, the fee will be reimbursed in full. Should you decide to go ahead with an appeal, please be aware there are strict deadlines the academy has to meet. The examinations officer will be able to provide you with the actual deadlines.

LOGO

Request form for an external examination paper review of marking.

Student name: _____

Details of review of marking

Exam Board: _____

Subject Title: _____ Paper/unit: _____

Reason:

I understand that this review of marking could result in:-

- ❖ The mark being lowered, and **possibly** the original grade being lowered
- ❖ The original mark being confirmed, resulting in no change
- ❖ The mark being raised, and **possibly** the original grade being raised

I understand the fee of £50 will only be refunded if the original **grade** improves.

I enclose cheque/cash for £50

Signed: _____ (Student)

Date: _____

Exam Office use only

Date received: _____ Date actioned: _____

Date outcome received: _____

Result: _____

Grade raised/Grade upheld/Grade lowered

Date student advised of outcome: _____

Reimbursed: Yes/No