



**Cambridge House Grammar School**  
**Policy for Appealing the Internal Assessment of Coursework**  
**Summer 2024**

## **1. Introduction**

- 1.1 Cambridge House Grammar School is committed to ensuring that work is marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- 1.2 The School is further committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.
- 1.3 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- 1.4 Where a number of subject teachers are involved in marking pupils' work, internal moderation and standardisation will ensure consistency of marking.


## **2. Procedure**

- 2.1 The School will ensure that candidates are informed of their coursework marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 2.2 The 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.
- 2.3 Having received a request for copies of materials, the School will promptly make them available to the candidate.
- 2.4 The School will provide candidates with sufficient time to review copies of materials and reach a decision.
- 2.5 The School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made on the School's pro forma – see below.
- 2.6 A request for a review of the School's marking must be received no later than **Wednesday 24 April 2024** for GCSE, AS and A-Level.
- 2.7 The 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, before the awarding body's deadline.
- 2.8 The 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.
- 2.9 The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 2.10 The School will inform the candidate in writing of the outcome of the review of the centre's marking.

- 2.11 The School will make known to the Head of Centre the outcome of the review of the centre's marking. A written record of the review will be kept and made available to the awarding body upon request.
- 2.12 Pupils and parents should note that the moderation process may result in a mark change, either upwards or downwards, after an internal review. The process is in place to ensure consistency of marking within the centre.

Superseded documents      Policy for Appealing the Internal Assessment of  
Coursework Summer 2024

Review Date:                      Spring Term 2025

Signed:                                    (Principal)

Date:                                      17.04.24

### Request for Review of Coursework Mark

Name	Form
Subject	Level
Description of Coursework	Teacher
Please use this space to explain on what grounds you wish to request a review of marks:	
Signed	Date
Outcome: change / unchanged	Revised mark:
Date:	

After review, a copy of this form should be forwarded to:

- Pupil
- Teacher and relevant HoD
- Exams Officer