

Rugby High School Notice of Internal Assessment Outcomes

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark			
(Please also specify the maximum mark i.e. 15/20)			

Review of Mark

You are entitled to request a review of your mark.

Stage 1

If you do request a review you will be given a photocopy or a PDF file of your work if it is written work. Once your work has been submitted for assessment, you cannot have unsupervised access to it. So in subjects like Art or in subjects where the work has been recorded, you will be invited into school for a specific time for a supervised session so that you can review your work against the assessment criteria. You will be given a copy of the mark scheme that your teachers used to mark your work. This is so that you can look at your work and decide whether you wish to ask for a formal review.

You will need to state the reason why you are requesting a review. You will be entitled to a view if you believe that:

- the marking criteria have not been properly applied
- your teacher has not added up the marks correctly
- you believe that your teacher has made an incorrect academic judgement in relation to your work.

There will be a small cost of £5.00 to cover the administrative costs associated with providing you with these materials.

You have five days from the date of the issue of your mark in which to decide whether to request Stage 1 of the review process. You can do this by completing and returning a request form available from the Exams Office. **Once we have given you a copy of your work and the mark scheme, you will have five days in which to decide whether or not you wish to proceed to Stage 2 of the process.**

Stage 2

Formal Review

You must submit a formal request for formal review through the examination office within five days of being given the materials referred to in Stage 1. You need to explain the reason that you are requesting a review. **There will be a charge of £15.00 to cover the administrative costs associated with providing a review which must be paid at the time that the request for a Stage 2 Review Request is submitted.**

Your work will be reviewed by a reviewer appointed by the school. This will not be someone who was involved in the assessment of your original work or, if it has already been moderated, its moderation. The person concerned may be someone who is employed at another school.

The reviewer will look at your work, the mark sheet completed by the teacher, information about any internal standardisation of marking (to make sure that standards were applied consistently), any comments/annotation made by the marker during the marking process.

You will be notified of the outcome of the review as soon as it has been completed.

If the reviewer decides that there has been a marking error, he/she must indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The head of centre has the final decision if there is any disagreement on the mark submitted to the awarding body.

Please note:

It is not possible for anyone to alter the work of a candidate once the assessor has provided the candidate with a mark.

All internally awarded marks must be submitted to the examination board by early May 2019. Any internal reviews must be completed by then.