

## Centre review of marks process and timescales – 2019

**\*\*Information for students - please read this, alongside the 'How we standardise and moderate your work' document on the College portal under 'Exams' before requesting a review of marking\*\***

The following applies to the internally assessed coursework elements of the subjects outlined below.

Humanities	Creative	Maths & Science	Other
English Language	Film Studies	Geography	EPQ
English Literature	Media Studies	Biology practical endorsement	
History	Physical Education	Chemistry practical endorsement	
GCSE English spoken endorsement	Graphic Communication	Physics practical endorsement	
	3D Design		
	Photography		
	Fine Art		
	Fashion		
	Drama		

For the subjects listed above, the following process is in place for allowing students the opportunity to request a centre review of marking for internally assessed work in the summer term 2019. A **review of marking** is where a different teacher(s) not involved in the original marking of your work, reviews the work to make sure the agreed mark scheme has been applied correctly.

- Each candidate will be informed of their mark(s) for centre assessed work (see dates in the table overleaf).
- Students may request copies of materials that will assist them in considering whether a review of marking is appropriate. All subjects will have appropriate mark schemes and specifications on their portal sites to assist students in this decision making process. We would strongly advise that where possible, a student speaks to their class teacher to help them understand why the mark was awarded prior to submitting a review of marking request.
- Students will be provided with a 48 hour window to review their work and appropriate mark schemes to make a decision whether the mark scheme has been applied appropriately (see dates in the tables below).
- Students must complete the 'Internal Appeals Procedures' form in full outlining **why they believe the mark scheme has not been applied appropriately** and send it to the Examinations Officer at [internalappeals@esher.ac.uk](mailto:internalappeals@esher.ac.uk).
- Students must pay £40 for their review of marking through the college payment system within the same 48 hours. Your appeal will not be processed if payment has not been made.
- A review of marking will be carried out within departments. Where possible, a member of staff within the department who has not previously marked the candidates work will conduct the review. Where this is not possible, support from a third party will be sought.
- The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre and **the mark may either stay the same, move up or go down** depending on the outcome of the review.

- The Examinations Officer will inform the candidate promptly in writing of the outcome of the centre's review of marking before marks are submitted to the exam board.
- There is no right to appeal this review of marking once complete.

**IT IS IMPORTANT TO NOTE THAT MARKS CAN STILL BE ADJUSTED BY THE EXAMINATION BOARD DURING THEIR MODERATION PROCESS AFTER MARKS HAVE BEEN SUBMITTED BY THE COLLEGE.**

## Timescales to request a review of marking for different subjects

**Timescale for English Language, English Literature, History, Geography, Media, Film, PE, Drama, Biology, Chemistry and Physics practical endorsements and GCSE English spoken endorsement**

Date	Action
30 <sup>th</sup> April	Internal assessed marks released to students.
1 <sup>st</sup> -2 <sup>nd</sup> May	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations Officer at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
3 <sup>rd</sup> May	Requests collated by the Examinations officer and sent to HoDs for action.
7 <sup>th</sup> -9 <sup>th</sup> May	Departments carry out reviews of marking.
10 <sup>th</sup> May	Students informed by email of their marks following the review of marking.
10 <sup>th</sup> – 15 <sup>th</sup> May	HoDs to submit marks to the exam board.

### Timescales for the Extended project Qualification (EPQ)

Date	Action
8 <sup>th</sup> May	Internally assessed marks released to students.
9 <sup>th</sup> – 10 <sup>th</sup> May	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations Officer at <a href="mailto:internalappeals@esher.a.uk">internalappeals@esher.a.uk</a>
13 <sup>th</sup> -14 <sup>th</sup> May	EPQ teachers carry out reviews of marking.
14 <sup>th</sup> May	Students informed by email of their marks following the review of marking.
15 <sup>th</sup> May	EPQ co-ordinator to submit marks to the exam board.

### Timescales for Photography, 3D Design, Graphic Communication, Fine Art and Fashion

Date	Action
17 <sup>th</sup> May	Internally assessed marks released to students (pm).
18 <sup>th</sup> – 21 <sup>st</sup> May	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations Officer at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
22 <sup>nd</sup> – 23 <sup>rd</sup>	Teachers carry out reviews of marking.
23 <sup>rd</sup> May	Students informed via email of their marks following the review of marking.
By the 30 <sup>th</sup> May	HoDs submit marks to the exam board.