

## Non-Examined Assessments/Portfolio Mark sheet

Student name (full legal name in capital letters)	
Subject	
Title of work	
Date that the work was marked	
Date that the student was informed of the mark	
Teacher marking the work	
What percentage of the final grade is this work worth?	
*Final Mark / total available marks	/

*\*Note that the mark awarded by the teacher is provisional and subject to change at a later date*

**Please read the school policy on reviews of marking (on the other side of this sheet) before signing here and returning a copy to the teacher:**

<b>Declaration by the student:</b>
<ul style="list-style-type: none"> <li>• I have been informed of my provisional mark for this piece of work</li> <li>• I am aware that this mark can be changed at a later date</li> <li>• I am aware of the school policy on the review of marking</li> </ul>
Signed:
Print name in full:
Date:

## **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

Haverstock School is committed to ensuring that whenever teachers mark candidates' work this is fair, consistent 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. Haverstock 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. Haverstock 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. Haverstock School will inform candidates that they may, within 3 working days of being informed of marks request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. Candidates will be informed at this time that a review may change marks up or down.
3. Haverstock School will, having received a request for copies of materials, promptly make them available to the candidate (within 2 working days).
4. Requests for reviews of marking **must** be made to the Examinations Officer in writing within 5 working days of receipt of copies of supplementary materials requested; and included in this request, there should be evidence supporting the student's reasons for requesting a review of the marks. The school will inform the student within 5 more working days of the outcome of their request.
5. Haverstock 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. This requires that students submit work promptly to meet the deadlines set by subject staff. Where students request extensions to these deadlines so that this process of marking, standardisation and appeal cannot operate, they will need agree in writing to give up their right to request an internal appeal.
6. Haverstock School will ensure that 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 carries out the review of marking. This additional time carries a cost. The school will communicate the appropriate charge for this work to candidates when they are informed of marks. In cases where the mark is changed by a review the school will refund this charge.
7. Haverstock School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. 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 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.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Haverstock School and is not covered by this procedure.