

Leventhorpe School Review of Coursework Marking

The following notes set out our process for reviewing coursework marking should a candidate be concerned with the process of allocating marks to coursework submitted. The process complies with guidance published by The Joint Council for Qualifications (JCQ).

Process for a review of marking

1. Only coursework submitted on or before the date specified by the class teacher as the final submission deadline may reviewed. Any coursework submitted after the final internal submission deadlines specified by the class teacher of the candidate, will automatically waive the right to a centre based review of marks awarded, since there will not be sufficient time to assess the submission and review the marks awarded. **Note: Candidates need to be aware that late submissions may not be accepted by the centre at all and may automatically receive zero marks. The centre retains the discretion to receive late submissions where the centre believes there are valid extenuating circumstances.**
2. Total marks for controlled assessments or coursework are announced to individual candidates no less than two weeks prior to the deadline stated by the examination board for final submission of marks. This two week period is the minimum necessary time needed to instigate a review of the marks awarded. **Note: Coursework submission may not be changed in any way after the final submission deadline and the centre will keep the submission securely on site to ensure this is the case.**
3. The total marks awarded will be presented to the candidate in the form that they are requested by the examination board and will not be broken down into smaller units or assigned to particular elements of the submission. Typically this will be in the form of marks awarded out of a total available, e.g. 55/80.
4. The total marks awarded will not be translated into a grade by the centre, since grades may only be awarded by the examination board once all the assessed elements, including examination papers, are totalled in the August of the year of award.
5. If a student believes that the mark awarded is not the correct one for the coursework submission that they have made they must immediately discuss this with the teacher since they will have only five working days to write a written requests for a review of the marks awarded. The teacher will immediately direct the candidate to a paper or online copy of the coursework assessment criteria published by the examination board.
6. If after discussion and exploration of the assessment criteria, the candidate decides to accept the marks awarded as a true reflection of their performance, then the review process will be concluded. To proceed further the candidate must formally request a review in writing. **Note: if the reviewer decides that marking is not accurate, coursework must be reassessed and this could result in the marks awarded going down as well as up.**
7. Candidates have five working days from the announcement of marks to use assessment criteria provided to state their grounds for requesting a review of the mark awarded. A formal request for a review will only be accepted in writing using the pro-forma in Appendix A. This pro-forma must be signed by the candidate to indicate their permission to conduct the review of their coursework submission. The review request pro-forma must be given to the examinations officer, who will share a copy immediately with the staff responsible for teaching the qualification.
8. The centre will then commission an independent, competent member of staff to review the marks awarded for the coursework submission. To be a competent reviewer the individual will be a qualified teacher in the subject examined or in a subject where the assessment

method is sufficiently similar for them to judge the accuracy of marks awarded for the submission. The review will be independent; the reviewer will not have participated in the initial assessment of the coursework. Since most coursework is assessed by the class teacher and this assessment is moderated by a teacher of the same subject, the school will provide a third person to be the independent, competent reviewer.

9. During a period of two working days, the independent, competent reviewer will explore the processes that were in place to assess and moderate the coursework mark awarded and will assess whether the mark awarded is appropriate for the coursework submission made. In doing so, the reviewer will give special focus to the points made in the review request pro-forma.
10. The reviewer will complete the review outcome pro-forma and copies of these will be given to the assessing teacher, the examinations officer and to the candidate. The review may have one of two outcomes: the marks awarded are found to be appropriate and will be submitted to the examination board or the marks awarded are found to be inappropriate and the candidate's coursework submission must be re-marked and re-moderated in the light of the reviewer's observations on the outcome pro-forma.

Since May 15th is the most common date stated for coursework marks to be submitted to the examination board the following timescales will act as a helpful guide:

20 th April	Internal coursework submission final deadline (example only)*
4 th May	Coursework marks announced to candidates (ten day interval from submission)
11 th May	Deadline for written request for review (five work day interval from marking)
15 th May	Examination board deadline for submission of marks (two work day interval)

* class teachers may set an earlier deadline if they wish, or a later one if less time is needed to assess the work. The submission deadline timing is a decision for the class teacher and is not a matter for negotiation with candidates.

Glossary

The centre

The school providing the qualification teaching, in this case Leventhorpe School.

The examination board

The organisation providing the qualification to the centre, e.g. OCR Examination Board.

Coursework submission

The work submitted by the candidate for assessment, in the form of an essay, folder, product or performance.

The candidate

The individual student who is taking the qualification.

Appendix A

Candidate Request for Coursework Marking Review Pro-forma

This pro-forma must be completed and signed by the candidate and submitted to the Leventhorpe Examination Officer – Mrs Creagh.

Candidate name: _____

Candidate number: _____

Coursework submission to review: _____

Having looked at the marking criteria published by the examination board, I believe the mark awarded for my work is not appropriate because...

I would like to request that the marking of my coursework submission be reviewed. I understand that this review could lead to the mark awarded being raised or lowered.

Signed by candidate:

Date:

Appendix B

Reviewer Outcome of Coursework Marking Review Pro-forma

This pro-forma must be completed by the competent, independent reviewer and returned to the Examination Officer – Mrs Creagh. A copy will be made for the candidate and assessing teacher.

Candidate name:

Coursework submission reviewed:

Please select one of these two options:

1. Having reviewed the coursework submission and the process of assessment and moderating, I am satisfied that the mark awarded is appropriate for the submission.

(please tick if appropriate)

2. Having reviewed the coursework submission and the process of assessment and moderating, I am not satisfied that the mark awarded is appropriate for the submission.

(please tick if appropriate)

If option 2 has been selected please outline the reasons why you believe the mark awarded is not appropriate with reference to the assessment criteria published by the examination board:

Signed by reviewer:

Date: