

Banbridge Academy Centre Assessed Work Internal Appeals Policy

Banbridge Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently 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. Banbridge Academy 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. Banbridge Academy will inform candidates of their centre assessed marks prior to external moderation by Awarding Organisations, so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Banbridge Academy will provide candidates with sufficient time (two days) in order to allow them to review copies of materials and reach a decision. These materials will be a copy of the candidate's work and the assessment criteria. Banbridge Academy will, having received a request for copies of materials, promptly make them available to the candidate.

3. A candidate who wishes to request a review of marking must complete the form at the link below, **at least three days before CCEA's submission date for centre assessed marks**. Pupils should ask their teacher when that deadline is, as it differs for various subjects and units. Requests can only be made through the form in the link below. **Pupils must be signed into their school c2k account to access the form:**

[Request For Review Of Marking Form](#)

4. Banbridge Academy 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.

5. Banbridge Academy will inform the candidate in writing of the outcome of the review of the centre's marking.

6. The outcome of the review of the centre's marking will be made known to the Head Of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. **The mark submitted to the awarding body is subject to change and should therefore be considered provisional.**