

## Banbridge Academy Review of Marking (Centre Assessed Work) 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, who have been trained in this activity and do not have any potential conflicts of interest.

Banbridge Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Banbridge Academy will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before final marks are submitted to the awarding body.
2. Candidates may request a copy of the marked assessment materials and the mark scheme, to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Banbridge Academy will, having received a request for materials, promptly make them available to the candidate. This will either be the originals, viewed under supervised conditions, or copies.
4. Banbridge Academy will provide candidates with **three working days** to allow them to review copies of materials and reach a decision.
5. Requests will not be accepted after three working days have passed. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review, using the form below (pupils must log in using their c2k email address).

[https://docs.google.com/forms/d/e/1FAIpQLSc-n05jotXvqX6W684CB1C\\_fy0ZJxcA---EdAEZeDxP3vAfJA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc-n05jotXvqX6W684CB1C_fy0ZJxcA---EdAEZeDxP3vAfJA/viewform?usp=sf_link)

6. Banbridge Academy 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 for the submission of marks.
7. Banbridge Academy will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Banbridge Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Banbridge Academy will inform the candidate via their c2k email address regarding the outcome of the review of the centre's marking.
10. The outcome of the review of 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 centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body 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 the centre's marking is in line with national standards. **The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.**