

Llantwit Major School Summer 2021

Reviews of marking - centre assessed marks/ centre determined grades

(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments and Project qualifications)



Llantwit Major School 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 for the awarding of Summer 2021 Centre Determined Grades.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Llantwit Major 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. Llantwit Major School will ensure that candidates are informed of their centre assessed marks/ Centre Determined Grade so that they may request a review of the centre's marking/ holistic judgements before Centre Determined Grades are submitted to the awarding body. The student can ask the centre to review it on the grounds of judgement and/or a procedural error has been made
2. Llantwit Major School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Llantwit Major School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Llantwit Major School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Llantwit Major School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Llantwit Major 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, before the submission to the exam board of final Centre Determined Grades. Given the assessment timeline for 2021 it is advisable that review/ amendments are completed by 23 June 2021.
7. Llantwit Major School 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.
8. Llantwit Major School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre and takes into account assessment evidence and any special considerations.
9. Llantwit Major School will inform the candidate in writing of the outcome of the review of the centre's marking

10. 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 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, and is for this year is considered as a **Stage 1 review**.

Stage 2 – After results day, a student can appeal to WJEC through the school via the data manager, if it is felt that the judgement made by the school is unreasonable and/or an error in the process has been made. The process undertaken by the school will be similar to the internal moderation process. Where a review has been requested, it will be considered by a member of staff who was not the original assessor. The review will look to ensure school's processes have been followed, in terms of associated decision-making records etc. New or additional evidence will not be considered as part of the review process. Where a review has been upheld, the Centre Determined Grade will be amended. If WJEC decide there has been an error or that the grade is unreasonable the student will be awarded a new grade.

Stage 3 – Following completion of a Stage 2 review, a student can request an Exam Procedures Review Service (EPRS) from Qualifications Wales to check whether WJEC has followed the required procedures. This is the final stage in an appeal process. At each stage of the review/appeal process, students will need to be aware that a centre determined grade may be improved or be lowered.

Until the Exam board publishes results to schools for release to students at the agreed calendar date in August the centre determined grade should be considered provisional.