



The Oxford Academy

Post results Policy (Access to Scripts, Reviews of Marking Policy) exams 2020/21

Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs Nora Ward
Exams Officer	Miss Shannon West

Reviews of Marking – Centre assessed marks

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

Purpose of the policy

The Oxford Academy (TOA) is committed to ensuring that whenever TOA 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. The Oxford 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.

Procedures that are followed:

- TOA 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.
- TOA will process all payments for reviews of marking and access to scripts.
- TOA 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.
- TOA will, having received a request for copies of materials, promptly make them available to the candidate.
- TOA will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- TOA 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 by the candidate and given to the Subject Teacher to forward onto the Exams Officer.
- TOA 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.
- Candidates at TOA will have 3 working days to request a review of marking; the candidate will be given a deadline once the marks have been released. No action will be taken after the deadline.
- TOA 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.
- TOA will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

- TOA will inform the candidate in writing of the outcome of the review of the centre's marking.
- 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.