



Tuition, Medical and Behaviour Support Service

Review of Marking – Centre Assessed Marks

Adopted:	November 2016
Reviewed:	September 2023
Next Review:	September 2024
Responsibility:	Lindsay Crozier

Tuition, Medical and Behaviour Support Service is committed to ensuring that whenever its staff mark candidate's 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. Tuition, Medical and Behaviour Support Service 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

NB: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. TMBSS 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.
2. TMBSS 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. TMBSS will, having received a request for copies of materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. TMBSS will provide candidates with sufficient time (at least 5 days) in order to allow them to review copies of materials and reach a decision.
5. TMBSS 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 and candidates **must** explain on what grounds they wish to request a review.
6. The Executive Headteacher will appoint a senior member of staff ie a member of the Senior Leadership Team, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process of that subject. The Executive Headteacher will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
7. TMBSS 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 award body's deadline.

8. The purpose of the appeal will be to decide whether the process used conformed to the awarding body's specification and subject specific associated documents.
9. The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to procedures.
10. The outcome of the appeal will be made known to the Executive Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes. This process is outside the control of Tuition, Medical and Behaviour Support Service and is not covered by this procedure.