Centre Assessed Marking Policy and Appeals Procedure

The Mount School York is committed to ensuring that whenever its staff mark examination candidates' work and controlled assessments, 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. As a centre, we are 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 practice. Subject teachers/Heads of Department will ensure that candidates are informed of their centre assessed marks well before the deadline for submitting centre marks to the awarding body, in order that, should the candidate request a Review of Marking there is sufficient time for the Review to be completed. Subject teachers/Heads of Department will also ensure that the timing of this information to candidates does not impact negatively on the candidates and their other examinations at the time.

Review of Marking for Centre Assessed Marks for Controlled Assessments:
A candidate may ask for their centre assessed mark to be reviewed before the mark is submitted to the awarding body, should they feel that there has been a problem with the marking and assessment process carried out by the subject teacher/department. Candidates may request copies of materials from teaching staff to assist them in considering whether to request a review of the centre's marking of the assessment. Relevant copies of materials, having been requested, will promptly be made available to the candidate by the teacher.

Any request for a review of marking must be made, in writing, to the Exams Officer, using the appropriate form – please see Appendix 1 overleaf. Any such request must be made within 5 working days of the date when the candidate was first informed of the original mark by their teacher. Requests made after that deadline will not be considered. The candidate must explain in full the reasons for this request.

The charge for a candidate wishing to request a review of their centre assessed mark through the process of an internal appeal, are the same as those charged by the relevant awarding body for a post results review of marking. These costs are published by the exam boards and are available from the Exams Officer. A cheque must be made payable to The Mount School to cover the cost of this service as the request for the review of marking is made.

In most cases the review of marking will be carried out by the Deputy Head (Senior School) as long as they have had no previous involvement in the assessment of that candidate. Otherwise the Deputy Head (Senior School) will ask another member of staff with appropriate competence to carry out the review. The subject teacher/Head of Department will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Subject teachers/Heads of Department must 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 submitting centre marks to relevant exam board.

The candidate will be informed in writing by the Deputy Head (Senior School) of the outcome of the review. The outcome of the review will be made known to the Head. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Date of review: October 2026
Date of next review:October 2028
Reviewer: Deputy Head (Senior School)/Exams Officer

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. This awarding body moderation process may lead to mark changes and therefore the centre awarded mark should always be considered as provisional. The awarding body's moderation process is outside the control of **The Mount School** and is not covered by this procedure.

Appendix 1: Appeal against Internal marking

This form should be completed in all cases where a candidate wishes to request a review of a centre assessed mark, awarded for an internally marked Assessment

Name of appellant	
Awarding body	
Subject	
Unit	
Teacher who marked work	
Date mark given to candidate	

Please state the grounds for your appeal below:

Appeal against an internal marking decision

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the internal assessment in question has been fairly marked according to specification guidelines. I understand that, in questioning the mark awarded, my work will be passed to the Deputy Haed (Senior School) or another member of staff who has appropriate competence but has had no previous involvement with the assessment of my work and has no interest in the review.

Signature: Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer along with a cheque to cover the administrative costs. Cheques should be made be payable to The Mount School York.

The Exams Officer must receive your request for an appeal and payment within 5 working days of the date the candidate was first informed of the original assessment mark.