ICS Learn Non-Exam Assessment Marking Review Policy

Reviews of marking - centre assessed marks
(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

1. Introduction

ICS Learn is committed to the provision of a continuously high standard of assessments and feedback on all of our programmes. In the event of an appeal by a student regarding an assessment grade or outcome, we aim to follow a clearly defined process to determine the validity of such an appeal.

The application of this policy will ensure fairness across the board in dealing with any case of dissatisfaction regarding an assessment outcome.

2. Scope

This policy applies to all appeals made by any ICS Learn student who is dissatisfied with a grade or assessment outcome. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. ICS Learn 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.

The circumstances resulting in the appeal will be assessed by the relevant department in accordance with the provisions of this policy and any supporting documents.

3. Policy Statement

3.1 ICS Learn 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.

3.2 ICS Learn 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.

3.3 ICS Learn will, having received a request for copies of materials, promptly make them available to the candidate.

3.4 ICS Learn will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

3.5 ICS Learn 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.

3.6 ICS Learn 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.

3.7 ICS Learn 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.

3.8 ICS Learn will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

3.9 ICS Learn will inform the candidate in writing of the outcome of the review of the centre's marking.

3.10 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 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

4. Roles and Responsibilities

The Curriculum Coordinator, the Head of Curriculum and the Head of Quality and Performance will review all evidence and assessment records as part of this process, however the entire appeals process will be overseen by the Heads of Curriculum and Quality.

The Curriculum Coordinator will work in conjunction with the tutor(s) in following the relevant appeals procedure to ensure that a fair assessment of the student's appeal request is carried out in line with the above process.