



Christopher Whitehead Language College & Sixth Form (CWLC) is committed to ensuring that whenever staff marks candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Internal assessment refers to all GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments.

Candidates' work will be assessed and marked in accordance with the awarding body's instructions and requirements, including ensuring internal moderation and standardisation process are met. If a candidate believes that this process has not been adhered to in relation to his/her work, he/she may make use of this appeal procedure.

1. CWLC 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. CWLC will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. CWLC will, having received a request for copies of materials, make them available to the candidate **within 3 calendar days**.
4. CWLC will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing **within 3 calendar days** of receiving copies of the requested materials, by completing the internal appeals form.
6. CWLC will allow **3 calendar days 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.
7. CWLC 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. CWLC will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 will be kept and made available to the awarding body upon request.

After candidates' work has been internally assessed, it is moderated by the awarding body in the normal way. The moderation process may lead to mark changes like under normal circumstances. This process is outside the control of CWLC and is not covered in this policy.