



Reviews of Marking and Moderation (RoMM) Policy

Date of next review

January 2020

This document is produced in accordance with JCQ General Regulations for Approved Centres section 5.14:

have in place **written** procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publication of results;

Clyst Vale Community College is committed to ensuring that all candidates have equal access to the range of post results services offered by the awarding bodies. Candidates are informed of the arrangements for post-results services **before** they sit any exams through the Exam Information Booklet and a school assembly.

Reviews of Marking

- All requests for reviews of marking can only be made through the Examinations Office and must be received by the Examinations Officer in school no later than 21 days after the publication of GCSE results to allow time for processing the request. The exception is Priority Service 2 requests (only available if GCE A level or L3 Principal Learning candidate's place in higher education is dependent on the outcome) for which the deadline is 6 days after the publication of GCE results.
- No request will be actioned without a fully completed Candidate Consent Form signed by the candidate (or with the candidate's email consent attached). Consent forms/emails must be retained by the centre for at least 6 months following the outcome of an enquiry or any subsequent appeal.
- No request will be actioned until appropriate payment has been agreed and received.
- Candidates are advised to discuss their result with the appropriate Head of Subject or Head of Post 16 before making a decision on whether to proceed with an enquiry.
- Reviews of Marking can be instigated by:
 1. The candidate who must sign the consent form and pay the appropriate fee by the given deadline before the school will action the request.
 2. Senior Leadership/Subject Heads may encourage a candidate to request a review of marking. In this case the school will fund the enquiry but the candidate's written consent is still required.
 3. The Head of Subject may agree that the department will fund an enquiry on the candidate's behalf. In addition to the candidate's consent, the Head of Subject will let the Exams Officer know that this is the case before the request is submitted.

Reviews of Marking Policy & Procedures

- If the outcome of a review of marking is a change of grade, which negates the fee, the Examinations Officer will arrange for the appropriate fee to be refunded.
- The school will inform the candidate as soon as possible about the outcome of a review of marking.
- Candidates must be aware that the outcome of an enquiry is final and where there has been a downgrade the request will not be revoked and the original higher grade will not be reinstated.

- A review can only be made by the college on a student's behalf. Awarding bodies can only enter into discussions with the college.

An appeal to an awarding body following the outcome of Review of Marking

The appeals process is available to centres or candidates who remain dissatisfied after receiving the outcome of a review of marking. Full details of the awarding bodies' appeals processes are provided in the publication "A guide to the awarding bodies' appeals processes" which is available on the JCQ website <http://www.jcq.org.uk/exams-office/appeals>.

An appeal can only be made on the basis that the awarding body has not followed due procedures.

The appeal must be made only by the Head of Centre on behalf of the candidate or a group of candidates.

Appeals do not generally involve further reviews of marking candidates' work.

Where an original hard copy script has been returned to a centre as part of a review of marking, its security is compromised and it cannot be subject to an appeal.

Appeals must be submitted to the relevant awarding body within 14 calendar days of the notification of the outcome of the enquiry.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

ACCESS TO SCRIPTS

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.

Conditions of Access to Scripts (ATS) service

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written (or emailed) permission must be obtained from the candidates concerned. This permission must be sought only after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. The centre's policy is that teachers using scripts for teaching and learning purposes must ensure that anything that can identify the candidate is removed before use.

A candidate has the right to instruct their centre not to request their scripts.

Scripts must only be seen by teachers who are members of staff at that centre or within a consortium of centres, or returned directly to candidates. Centres must store scripts securely.

Where teachers have used scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. In such cases, script disposal must not take place before the end of the Review of Marking period, at the end of November each year. Awarding bodies may request the return of some scripts, e.g. for research purposes.

Original hard copy scripts (where provided)

The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.

Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to an enquiry about results.

Staff and candidates must be aware that original hard copy scripts must not be written on or otherwise tampered with ahead of the earliest date for disposal – which is at the end of the review period towards the end of November each year.

Candidates who have tampered with scripts, which may need to be retrieved for return to the awarding body earlier than this date, are liable to be penalised in accordance with the established JCQ policies and procedures relating to candidate malpractice.

Internal appeals against the centre's decision not to support a clerical check, a review of marking or moderation or an appeal

This procedure confirms Clyst Vale Community College compliance with JCQ's General Regulations for Approved Centres, section 5.13 g 'have available for inspection purposes and draw to the attention of candidates & their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal'

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the internal appeals form (see attached) at least 20 calendar days prior to the internal deadline for submitting an appeal. The appellant will be informed of the outcome of his/her appeal 5 calendar days before the internal deadline for submitting an appeal.

Following the appeal outcome, an external appeals process is available if the appellant believes there are grounds for appeal (see the *JCQ Post-Results Services & JCQ Appeals Booklet* to determine acceptable grounds for a preliminary appeal). Where the head of centre is satisfied after receiving the appeal outcome, but the candidate (or his/her parent/carers) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. The head of centre will base his decision upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates cannot make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of the appeal. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded to the appellant by the centre.

Internal appeals form

(relating to Reviews of Marking & Moderation)

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of student			Tutor Group	
Subject		Component		

Please state the grounds for your appeal below

If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Signature:	Date of signature:

This form must be signed, dated and returned to the Exams Officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.

Please hand in to the Office or email to dominyr@clystvale.org