



Church of England School  
Executive Head and CEO: Dr Hilary Macaulay

1<sup>st</sup> December 2022

Dear Parent/Carer,

**Marks for Internally Assessed Components**

You are probably aware that some subjects at GCSE and GCE level require an element of internally assessed work or coursework. This work is marked and moderated by teaching staff. The marks are submitted to the Exam Board, which then reviews and moderates the submitted marks against a national sample of work.

In line with JCQ guidance, students will be provided with their marks and have the opportunity to request a review of the mark, before it is submitted to the Exam Board, if they are concerned that the marking process has not been applied correctly.

Please note that a request for a review of a mark can only be made if there is evidence that the marking process has been incorrectly applied or that internal processes for marking and moderation have not been followed. The moderation process, which confirms that the marks given by teachers are accurate, is carried out at a later stage by the Exam Boards.

If students request a review of marking, mark schemes and assessment criteria will be made available on request. Where the work concerned is of a practical nature, students may view the work alongside the marking criteria, under supervision. Requests for reviews, based on a belief that the work was of a standard deserving a higher mark, will not meet the application criteria and the request will be denied. If, having reviewed their work and the mark scheme, students decide they have a reason to request a review, they must apply via a form, detailing the reasons.

The marks will be available to view on Arbor from Friday 2<sup>nd</sup> December. Under quick actions/my items, please select report card, you will then be able to select the report card and download to either view, save or print. It will be a mark, out of the maximum available, not a grade. It is the responsibility of students to view their marks.

Students will have one week to decide if they wish to request a review of marking, with a deadline of Monday 12<sup>th</sup> December.

Should you wish to request a review of marking, there is a **form to complete** and a fee of **£30.00** will be required to cover the administration costs. For ease of reference an application form is attached below and payment will be available via ParentPay. No application will be considered without either the form or proof of payment.

**Address:** Hume Way, Ruislip, Middlesex, HA4 8EE ∞ **Telephone:** 01895 639227  
**Email:** [office@bishopramsey.school](mailto:office@bishopramsey.school) ∞ **Website:** [www.bishopramseyschool.org](http://www.bishopramseyschool.org)

Please log onto ParentPay and select '**Review of marking for internally assessed work**' – **2022/23** to pay and **email the form and proof of payment directly** to the exams officer [exams@bishopramsey.school](mailto:exams@bishopramsey.school) by the deadline identified above. Should you have any concerns with respect to payment, please contact Mrs Hagon at [parentpay@bishopramsey.school](mailto:parentpay@bishopramsey.school)

Please adhere to the deadline for requests for review; late requests cannot be processed.

Should you require any further details, please do contact me, [klovewell@bishopramsey.school](mailto:klovewell@bishopramsey.school)

Yours sincerely,

**Mrs K Lovewell**  
**Assistant Headteacher**

### Review of Internal Assessment Marking Procedures Form

CANDIDATE NAME:		CANDIDATE NUMBER:	
EXAM SEASON:			
SUBJECT		LEVEL	
ORIGINAL MARK:		POST APPEAL MARK:	
Payment receipt from Parent Pay Attached.		YES/NO	
I wish to appeal my mark on the following grounds:			

#### NOTES:

- An appeal for a Review of Marking of Centre Assessed Marks must clearly include the grounds for the appeal.
- Opinion on the standard of teaching is not considered grounds for appeal.
- Appeals can only be made on the basis of application of the mark scheme or failure to adhere to JCQ or awarding body regulations.
- The mark scheme is accessible on the relevant subject area of the awarding body website.
- The form must be received by the Exams Office by the relevant deadline(s).
- If a candidate wishes to review their work before submitting an appeal then the section detailing grounds should not be completed. The form will be returned following access to the work to allow the candidate to proceed if they still wish.
- Access to some work will be supervised under secure conditions and a copy of the mark scheme will be made available.

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For Exam Office Use Only	
Date Received:	
Sufficient Grounds for Review	YES/NO
Candidate Informed of Decision	Date:
Date of Review of work:	

Signature of invigilator to confirm work reviewed under secure conditions where necessary:	
Reviewer:	
Reviewers comments:	
Date closed:	
Student Notified:	