



WYMONDHAM COLLEGE

**EXAMINED ASSESSMENTS POLICY 2019**

**Policy Consultation & Review**

This policy is available on our school website and is available on request from the College.

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and updated in June 2019. It is due for review during June 2020.

Signature

Headteacher

Date: 3/10/19

Signature

Chair of Governors Date:

3/10/19

Following consultation in December 2018, Ofqual have issued new guidelines on how examined assessment grades at GCSE and A Level can be appealed. The procedure for GCSE English Language and Mathematics will change for the summer 2019 series and for all subjects in the summer 2020 series. As a result of this, the College has updated our Appeals Procedure as follows:

1. Requests for reviews of marking must be made in writing by completing the EAR Request Sheet which should be submitted to the Exams Office, along with the relevant **examination board administration fee** as outlined on the *EAR Request Form*. Students should do this **in the knowledge that if the overall grade remains unchanged or decreases, the examination board will retain the fee**. Parents and students should also be fully aware that there is the possibility that a grade may decrease on appeal.
2. On the Wednesday before GCSE results day, the Deputy Headteacher (Achievement and Progress) will produce a list of students whose Mathematics and English Language grades appear unexpected and worthy of internally reviewing. The College's criteria for this will be any student whose overall grade in GCSE English Language and/or Mathematics is two grades or more below teacher prediction as entered during the PR5 data input. On GCSE results day, the DHT will contact all students on this list asking for permission to conduct an internal review of the marking of the relevant scripts from the examination board. Students will be made aware that following this internal review of marking, the College will only ask for the examination scripts to have their marking reviewed by the examination board if there is a clear and obvious error in the implementation of the mark scheme by the initial Awarding Body Examiner. This means that the initial Awarding Body Examiner has marked answers at an incorrect level on the mark scheme. Changes of grade are therefore unlikely as they will only occur if a serious error has been made by the original examiner. **A request to return a script for internal review will cost £14.35 per paper** and payment must be submitted with the completed EAR Request Form.
3. The Examinations Officer will then recall the relevant scripts from the examination boards. Wymondham College will ensure that the internal review of marking is carried out by an assessor who has appropriate competence and has had no previous involvement in the external assessment of that candidate. If the assessor judges the chances of an increase in the overall grade to be unlikely, this will be relayed to parents and students and the College will not request a review of marking. This decision is entirely at the discretion of the College assessor and their decision is final. The £14.35 fee cannot be refunded, regardless of the outcome. Students should be aware that they are free to pay for an independent review of the marking of their examination scripts.
4. If the College decides to request a review of marking, **the College will pay an additional fee of £37.55 per paper**. Parents and students will be informed of the outcome of the review.
5. The deadline for review of GCSE English and Mathematics grades in the summer 2019 series is the **19 September**.