

Appendix AB

Appeals against the Centre decision not to submit a clerical re-check or review of marking



SARAH BONNELL
SCHOOL

JCQ Post-Results Services include the option for:

Service 1: Clerical recheck of marking

A clerical recheck is where JCQ will ask the exam board to check that

- All parts of your paper have been marked
- The totalling of marks
- The recording of marks

Service 2: Review of marking

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

Candidate consent must be obtained in writing and held on record for six months after the outcome of the review.

In most cases, where a clerical re-check or review of marking is considered appropriate, it will be identified and supported by the Centre. However, in very rare cases there may be a candidate who wishes to request a clerical re-check or review of marking which is not supported by the Centre. This could be because:

- There is no evidence to suggest that the student's grade is inaccurate.
- There is evidence from prior performance (Year 10 assessment, Autumn Year 11 Mock Exams) that the grade the student has received is in line with their prior attainment.
- The student recalls that in answering the exam questions they made a mistake, missed out a question, or did not perform to their best ability on the day.

Where the Centre does not support a clerical re-check or review of marking, but a candidate or their parent(s)/carer(s) feel(s) there are grounds, an appeal against the Centre's decision can be made in writing to the Headteacher. The written appeal must state the evidence behind the belief that the students' grade is inaccurate, with reference to prior performance data which indicates the student has previously consistently performed at a higher level.

In deciding whether to support an appeal, the Centre will always take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. Where an agreement cannot be reached in writing, the candidate and their parent(s)/carer(s) will be invited to attend a meeting with the Headteacher.

Awarding bodies will only accept appeals clerical recheck requests, review of marking requests, and appeal requests from internal candidates submitted via the Centre.