

## Centre Assessed Marks

Teachers at Sir William Robertson Academy (SWRA) will shortly be informing you of internally assessed marks for coursework components of your qualifications. This letter serves as an opportunity to inform you of the right to appeal the marks you have been given if you have concerns that work has not been marked correctly.

SWRA is committed to ensuring that the internal assessment of candidates' work is undertaken fairly, consistently and in accordance with the awarding body's specification and subject-specific documents. We have a statutory duty to provide you with the information in this letter so that, should you feel that the criteria have not been fairly applied and your marks are incorrect, you can request a review of the centre's marking before it is submitted to the awarding bodies. The procedure that will be applied in these circumstances is as follows:

1. You need to notify the Exams Office within 3 days of receiving your marks of any concerns you have. If necessary, they will arrange a meeting with your teacher to discuss any issues and you will be given access to any relevant materials to assist you in considering whether to proceed to a formal review.
2. Requests for reviews of marking **MUST** be made in writing to the Exams Office within 3 days of the meeting.
3. SWRA will allow sufficient time for reviews to be carried out, i.e for any changes to marks to be made and for you to be informed of the outcome before the awarding bodies' deadlines.
4. SWRA will ensure that the review is carried out by an assessor who is competent, has no previous involvement in the assessment and has no personal interest in the review.
5. SWRA will instruct the reviewer to ensure that your mark is consistent with the standard set by the centre.
6. You will be informed in writing of the outcome of the review of the centre's marking.
7. Any review will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the relevant awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After your work has been internally assessed it is externally moderated by the awarding body to ensure consistency in marking between centres, regardless of an appeal. This moderation process is outside the control of SWRA and is therefore not covered in the procedure outlined above. It is worth noting that moderation may lead to mark changes, and cannot be appealed. In addition, as grade boundaries are based on national performance and vary from year to year, it is not possible to link your marks to grades until results are published in August.

Should you have any queries regarding centre assessed marks or the above procedure please contact the Exams Office: [exams@swracademy.org](mailto:exams@swracademy.org) / 01400 272422 (x2225).

Yours sincerely

Alan Brogan

Deputy Headteacher