Merchant Taylors' School

PUBLIC EXAMINATIONS – THIRD PARTY AGREEMENT

Centre 17632

As per the procedure detailed in Merchant Taylors' School *Examinations – Complaints and Appeals Procedure*, a candidate may request a review of the centre's marking.

Merchant Taylors' School must ensure that this review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

Where there is no appropriate member of centre staff available, a suitably qualified external professional will be contracted to perform the review of the centre's marking. In these cases, a third-party agreement must be in place.

Third party agreement

This Agreement is made between **Merchant Taylors' School** and **[third party name]**.

Dated: DD / MM / YYYY

This agreement confirms the arrangement to provide marking of the below detailed candidates' work which will be submitted to awarding bodies and will contribute to the awarding of a component/unit or overall qualification.

[Third Party] confirms that they have no connection with the candidate that could give rise to a conflict of interest.

[Third party] has provided evidence that they have the required qualifications and/or level of competence and training.

[Third Party] will maintain the confidentiality of all candidate information and assessment materials and will process any personal data only for the purposes of completing this review.

[Third party] is familiar with and will adhere to JCQ Instructions for conduction non-examination assessments and Merchant Taylors' School *NEA, controlled assessment and coursework Policy*.

[Third party] will complete the review of the centre's marking within two school days

Candidate name: | **Candidate number:**

Qualification: level, awarding body, subject, component code

Original mark:

Signatures to confirm understanding of this agreement:

[third party]	**Anjali Manek** *Head of Exams on behalf of Merchant Taylors' School:*

Record of outcome

Original mark:

Reviewed mark:

Rationale for any change:

Date review completed:

Head of Examinations
October 2026
To be reviewed October 2027