



Reviews of marking procedure - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

St Mary's Catholic School is committed to ensuring that whenever staff assess and mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in the assessment of such work. St Mary's Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Candidates will be informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Requests for a review of marking must be made in writing.
4. We will, having received a written request for copies of materials, promptly make them available to the candidate.
5. We will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
6. We will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. We will ensure that the review of marking is carried out 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.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon, should it be requested.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The mark submitted to the awarding body is therefore subject to change and should be considered provisional. This process is outside the control of St Mary's Catholic School and is not covered by this procedure.

To allow us to fulfil the above criteria, St Mary's Catholic School will follow the procedure below:

- Marks issued to candidates by subject teachers either verbally (with a written record of when this has taken place) or in writing.
- Candidates will then be given 2 school days to decide if they want to see their work and breakdown of marks, to assist in considering whether to request a review of the centre's marking.
- Candidates may request copies of materials¹
- Subject teachers have up to 5 school days to supply copies of materials

¹ *These materials could include a copy of their marked work (not the original), the relevant specification and a breakdown of overall marks awarded (by section if applicable). Teachers will use their professional judgement about what they think the student will need to see in order to decide whether or not, to formally request an internal review. This will vary from subject to subject.*

- Candidates are given 2 school days, from receipt of materials, to decide if they then want to go ahead with a review. If a review is requested, this must be made in writing using the **Centre Assessed Marks – Appeal Form (found at the end of this document)** stating the reason for requesting a review. A copy of this form can be found as an appendix to this document.
- Departments given up to 10 school days to arrange a review of the marking process and inform candidates of the outcome in writing.

Timeline:

Marking completed by teachers and marks issued to students.	At least 4 school weeks before exam board deadline
Students deadline for requesting copies of materials	2 days after issue of marks
Students deadline for written requests for a review of marking.	2 days after receipt of copies of materials
Review of marking to be completed and recorded.	Before exam board deadline as shown below (there is no flexibility on the EBD)



Request for the Review of Marking
Coursework, Controlled Assessment and/or NEA

Candidate Name

Candidate Number

Subject
Subject Teachers
Exam Board
Please outline grounds for review
Signed
Date

Please return this form to Mr McKeating