



## **Reviews of marking – centre-assessed marks (GCE and GCSE non-examination assessments; GCSE controlled assessments; GCE Coursework, and Project qualifications).**

St Mark's is committed to ensuring that whenever its staff mark candidates' work 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 this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker.

St Mark's 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. St Mark's will ensure that candidates are 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. St Mark's will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St Mark's will, having received a request for materials, promptly make them available to the candidate. This will either be the originals, viewed under supervised conditions, or copies.
4. St Mark's will provide candidates with sufficient time, to allow them to review copies of materials and reach a decision.
5. St Mark's will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing, and candidates must explain on what grounds they wish to request a review.
6. St Mark's 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 for submission of marks.

7. St Mark's 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 for the component in question, and has no personal interest in the review.
8. St Mark's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. St Mark's will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of 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 request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

#### **The process:**

1. Candidate will receive their mark in writing, and will sign to confirm they agree with the marks awarded.
2. Candidates who wish to request a review of their mark must obtain a form from Deputy Head Curriculum within 24 hours. From the issue of the form a candidate will have **5 working days** to lodge a complaint in writing. A complaint cannot be undertaken after the marks have been submitted to the exam board.
3. Only supervised access will be allowed to original work.
4. Grounds for a complaint must be in writing and focus on the work submitted, not the quality of teaching. The candidate must clearly explain the issue e.g. marks added incorrectly and under-marked in a certain criteria with specific references. It is **IMPORTANT** to realise marks can go down as well as up in the remarking process. All marks at this stage are provisional and subject to change by the awarding body.
5. The form must be returned to Deputy Head Curriculum within 5 working days of the issue of marks, with a cheque made out to the school for £25. The school will have **5 working days** to complete the review of marking.
6. The school will confirm, in writing, the outcome of the review of marking process, and will indicate the reason for its decision,
7. The review will be conducted by an assessor with no previous involvement in the process. This will be another teacher in the school or a teacher from another school.
8. Each review of marking request will require a separate form and payment. The charges are in line with those of the exam boards.