

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

St Leonards Catholic School 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. St Leonards 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. St Leonards Catholic School will ensure that candidates are informed of their centre assessed marks so they have an opportunity to request a review of the centre's marking before marks are submitted to the awarding body.
2. St Leonards Catholic School and the relevant Heads of Departments will, if requested, promptly make available copies of assessment materials to assist the candidate in considering whether to request a review of the centre's marking of the assessment.
3. St Leonards Catholic School have provided a clear deadline for candidates to submit a request for a review of the centre's marking. This is that candidates wishing to submit a request for a review of their centre assessed mark must do so within 7 days of receiving their marks. Requests **must** be in writing to the relevant Head of Department, any requests made after this deadline will not be accepted.
4. St Leonards Catholic School 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.
5. St Leonards Catholic School 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.
6. St Leonards Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. St Leonards Catholic School will inform the candidate in writing of the outcome of the review of the centre's marking.
8. 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 request.

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 marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.