



Reviews of Marking for Centre Assessed Marks

Includes Coursework, Controlled Assessments and NEA

The following arrangements apply to:

GCSE D&T, Music.

GCE, English Literature, Geography, History, Music, Product Design

Deadlines and other arrangements relating to GCSE/GCE Art, GCSE Drama/GCE Theatre Studies, GCSE Food Preparation and Nutrition, GCE French, and GCSE PE will vary from those shown below, and details will be communicated separately to students/parents as necessary.

1. All Centre Assessed Marks will have been internally moderated before being issued to students. Therefore any review will look at the process by which the mark was arrived at, and ultimately the mark, and will usually be undertaken by an Assistant Head and/or the Exams Officer as designated by the Headmistress. Expertise will also be sought from a subject specialist. The member of staff undertaking the review will have had no involvement in the original awarding of marks.
2. Candidates will submit all work requiring internal assessment by the published school deadline.
3. Candidates will be informed of the raw mark awarded by their subject teacher before the end of April in the final year of study for GCSE and GCE. iGCSE History candidates will be informed of their marks before the end of March. Exact dates are available on written request.
4. Candidates may ask for a review of the mark of any Centre Assessed Marks. On request, a department will provide a copy of the relevant work, the mark scheme, the appropriate section of the specification and a brief outline of how the mark was arrived at in order to help a candidate decide whether to request a review.
5. If a candidate wishes to proceed with such a review he/she must obtain, complete and return an application form from the Exams Office for each unit concerned, together with a fee of £75 (refundable if the mark increases). The form will require the candidate to indicate the area(s) of concern with the original marking process, based on his/her reading of the mark scheme and specification.
6. The request for a review must be submitted within 7 calendar days of the mark being provided. The short deadline is necessitated by the need to submit the final marks to the exam boards by their deadline.
7. As the result of a review, marks may go up, stay the same or go down. Given that all marks have been reviewed by teaching staff before being issued to students we would expect marks to change only very occasionally.
8. It should also be noted that once marks are submitted to the exam boards they will still be subject to external moderation, and can also go up or down or stay the same at this point. No refund will be made when a mark stays the same or goes down as the result of an Internal Review but subsequently goes up as a result of external moderation.