



Ponteland High School

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

Ponteland High School is committed to ensuring that whenever staff assess and 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. Ponteland High 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 must be made in writing.
4. Ponteland High School will, having received a written request for copies of materials, promptly make them available to the candidate.
5. Ponteland High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
6. Ponteland High 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.
7. Ponteland High 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.
8. Ponteland High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. 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.

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 Ponteland High School and is not covered by this procedure.

To allow us to fulfil the above criteria, Ponteland High School will follow the procedure below:

1. Marks issued to candidates by subject teachers either verbally (with a written record of when this has taken place) or in writing
2. 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
3. Candidates may request copies of materials¹
4. Subject teachers have up to 5 school days to supply copies of materials¹



5. 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** stating the reason for requesting a review.
6. Departments given up to 10 school days to arrange a review of the marking process and inform candidates of the outcome in writing.

¹These 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.

Timeline:

Marking completed by tutors and marks issued to students.	At least 4 school weeks before EBD
Students deadline for requesting copies of materials ¹	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)

Final Exam Board Deadline (EBD) for Submitting Assessment Marks shown in **bold**:

Final date for school to issue marks to candidates to meet the Exam Board Deadline are shown in **blue**:

Exam Board	Internal deadline	External deadline
AQA (GCSE)	26 March 2020	7 May 2020
AQA (GCE)	17 April 2020	15 May 2020
AQA - Art only (GCSE/GCE)	27 April 2020	31 May 2020
Edexcel	17 April 2020	15 May 2020
OCR	17 April 2020	15 May 2020
WJEC	24 March 2020	5 May 2020

Additionally:

Departments will ensure that marks are issued to students to allow enough time for a review to be requested and completed before the relevant exam board deadline for submission.

Reviews can only be carried out after students have submitted their **final** work to be marked.

Candidates can only request a review of marking where they identify issues such as in the application of the mark scheme.

Candidates should be aware that their marks can be lowered, confirmed or raised as a result of this review.

Reviews must be completed, and candidates informed of the outcome in writing, prior to the awarding body's deadline.

The mark submitted to the awarding body is then moderated by the awarding body to ensure consistency in marking between centres and is therefore subject to change. It should in all cases always be considered provisional.

There will be a £10 charge per review (candidates eligible for FSM/PP will not be charged). The charge is payable at the time of requesting a review and will be refunded if the subject grade is raised on review.