



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

Holy Trinity is committed to ensuring that whenever their staffs marks 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. Holy Trinity 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. Holy Trinity will ensure that candidates are informed by subject teachers 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. Subject teachers at Holy Trinity 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. Faculty Leaders at Holy Trinity will, having received a request for copies of materials, promptly make them available to the candidate.
4. Faculty Leaders at Holy Trinity will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Candidates requests for reviews of marking **must** be made in writing.
6. Faculty Leaders at Holy Trinity 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 school internal set deadline.
7. Faculty Leaders at Holy Trinity will ensure that the review of marking is carried out by an assessor (subject teacher within the department) who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Holy Trinity 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 by Faculty Leaders 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 Associate Assistant Head in charge of Examinations and the Head of Centre and will be logged as a complaint by the Examination Officer. A written record will be kept and made available to the awarding body upon request. Should the review of the

centre's marking bring any irregularity in procedures to light, the Associate Assistant Head in charge of Examinations, the Head of Centre and the awarding body will be informed immediately by the Examination Officer.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Holy Trinity and is not covered by this procedure.

Timeline

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| Marking completed by tutors and available to students. | 3 weeks before – EBD* |
| Students deadline for written requests of review of marking. | 2 weeks before – EBD* |
| Review of marking to be completed and recorded. Internal deadline for marks to be completed. | 1 week before – EBD* |
| External deadline for marks to be completed. | Exam Board Deadline |

Exam Boards Deadlines for Assessment Marks

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| WJEC (Drama) | 24 th March 2018 |
| OCR (Computer Science & Sport) | 31 st March 2018 (This falls in the Easter holiday) |
| WJEC (Film Studies) | 5 th May 2018 |
| AQA | 7 th May 2018 |
| Pearson/Edexcel | 15 th May 2018 |
| OCR | 15 th May 2018 |

*EBD (Exam Board Deadline)

November 2017