

THE BROXBOURNE SCHOOL
REVIEWS OF MARKING – CENTRE ASSESSED MARKS POLICY
AND PROCEDURE
(Controlled assessments, GCSE coursework, GCE and GCSE non-examination assessments)

The Broxbourne School is committed to ensuring that whenever their 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. The Broxbourne 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. The Broxbourne School will ensure that candidates are informed of their provisionally assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body, providing work has been submitted within the internal deadline. The Broxbourne School will provide candidates with their provisionally assessed marks by 1st May 2019 (20th May 2019 for Art subjects).
2. The Broxbourne School 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. Having received a request for copies of materials, these will promptly be made available to the candidate.
3. The Broxbourne School will provide candidates with a minimum of 48 hours in order to allow them to review copies of materials and reach a decision
4. Requests for reviews of marking must be made in writing to the Examinations Officer by Friday 3rd May 2019 (Friday 24th May for Art subjects and Wednesday 27th March for PE)
5. The Broxbourne School will allow 5 working days for the review to be carried out, and any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline of 15th May 2019.
6. The Broxbourne School will ensure that 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 of marking
7. The candidate will be informed 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 and will be logged as a complaint. 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 awarding body will be informed immediately.

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 The Broxbourne School and is not covered by this procedure.

Date: March 2019

Review: Keith Parris, Deputy Head