

**Reviews of Marking - Centre Assessed Marks Policy**  
**(GCSE controlled assessments, GCE coursework, GCE and GCSE**  
**non-examination assessments and Project qualifications)**

St Laurence 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 Laurence 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 Laurence School will ensure that candidates are 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. St Laurence School will inform candidates that they (and only they) may access their work to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St Laurence School will, having received a request for copies of materials, promptly make them available to the candidate. The candidate will review the scripts at school with a member of subject staff present at a time agreed by both parties.
4. St Laurence School will provide a clear deadline for candidates to submit a request for a review of the centre's marking – 5 working days after the marks were given out to candidates. Requests will not be accepted after this deadline. Requests **must** be made in writing to the exams office. The review will cost £50 per piece of work. All payments must be made by cheque and made payable to St Laurence School.
5. St Laurence 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.
6. St Laurence 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.
7. St Laurence School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. St Laurence School will inform the candidate in writing of the outcome of the review of the centre's marking.
9. 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.

## Appendix: Ofqual announcements



Joint Council for  
Qualifications

**Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC**

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

The JCQ and its awarding body members (AQA, CCEA, OCR, Pearson and WJEC) wish to remind centres that candidates must now 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.

Centres **must** plan to complete the following activities ahead of the awarding bodies' published deadlines for the submission of marks.

The centre **must**:

- inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them 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, promptly make them available to the candidate;
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision;
- allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- 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 outcome of the review‡;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

†These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents.

‡This may be a third party, provided that they meet the conditions defined above.

**Approval:** February 2018

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