

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

### Background

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after any 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.

It should be noted that subsequent to the internal process outlined below, a candidate's mark submitted to the awarding body is still subject to change and should therefore be considered provisional.

### Centre Assessed coursework and controlled assessments.

**Oaklands Catholic School and Sixth Form College** 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. **Oaklands Catholic School and Sixth Form College** 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.

Additionally, we will :

- Inform candidates 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 (if they believe their mark is inconsistent with other students in the centre) .
- 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 – and provide these requested materials promptly.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Provide a clear deadline for candidates to submit a written request for a review of the centre's marking. All written requests for a review of marking must be made in writing to the Headteacher outlining the reasons for the review. All requests must be made within **3 working days** of receiving the coursework mark. All written requests for marking review will incur a **£30 administration charge. This charge will be refunded if the review highlights an inconsistency in the school's marking.**
- Requests will not be accepted after this deadline.
- 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. Oaklands will instruct the reviewer to check the candidate's mark is consistent with the standard set by the centre.
- Oaklands 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.
- Oaklands will inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of the centre. A written record of the review will be kept and made available to the awarding body upon request.