



Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments and Project qualifications)

Highams Park 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. Highams Park 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. Highams Park 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. Marks will be issued using the HPS standard template stating marks achieved out of the maximum possible marks.
2. Highams Park School will give **three working days** for candidates to request a review of marking *from the date that candidates are informed of their centre assessed marks*. In order to request a review, candidates **must** have first requested to see copies of the assessed work in question and used suitable supporting documentation such as the assessment criteria used when marking the work (links to supporting documentation (specifications) can be found on the school website under 'curriculum'). Review requests will not be accepted if candidates have not received copies of the work and the assessment criteria as the review request must state the justification for the review.
3. Highams Park School will inform candidates that the school website contains links to the exam board specifications for all subjects and that these contain the assessment criteria needed to enable them to decide whether to request a review of the centre's marking of the assessment.
4. Highams Park School will provide candidates with copies of their assessed work within 24 hours to enable them to request a review of marking within four working days of receiving their marks.
5. Highams Park School will provide a clear deadline for candidates to submit a request for a review of the centre's marking based on the point 2 above. Requests will not be accepted after this deadline. *It should also be noted that if a candidates' coursework is not handed in by the department's individual deadline that it is unlikely that a review will be possible due to the potential delay to internal moderation of this piece of work.*
6. Requests **must** be made in writing and passed directly to the Examinations Officer. Requests must include the candidate's justification for the review – e.g. identification of which part of the assessed work's marks are in question with a reasoned argument for an alternative mark.
7. Highams Park School will allow at least **two working days** 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. However, departments may choose to inform students of their marks at an early date to allow more time for the internal review to be completed.
8. Highams Park 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.

9. Highams Park School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. Highams Park School will inform the candidate in writing of the outcome of the review of the centre's marking **before** the deadline to send the marks to the exam board.
11. 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.

The following timeline shows the process up to and including the date for submission of marks to the exam board.

Generic Timeline

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Deadline for informing students of marks for internal assessments	<i>Staff prepared to produce copies of assessed work for students within 24h</i>	<i>Staff prepared to produce copies of assessed work for students within 24h</i>	Deadline for students requesting a review of marking	Deadline for review of marking completion by staff	HPS internal final deadline for uploading coursework marks. Students informed of outcome of review of marking.

