

Reviews of marking - Centre Assessed Marks & Internal Appeals (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) – Summer 2024

Glenthorne High School is committed to ensuring that whenever its staff mark candidates' work it 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. Glenthorne High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Subject Leaders 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. Subject Leaders will ensure candidates are informed 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. (Using Glenthorne High School Examination Office form).
3. Candidates must request copies of materials, in writing to the Exams Officer within one week of receiving centre assessed work.
4. The Exams Officer will, having received a request for copies of materials, liaise with the Subject Leader to make materials available to the candidate, allowing enough time for pupils to review materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Exams Officer (Using Glenthorne High School Examination Office form).
6. Glenthorne High School will allow enough 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.
7. Glenthorne High 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. The Reviewer may be a member of centre staff or a third party.
8. Glenthorne High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing, by the Exams Officer, of the outcome of the review of the centre's marking.
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 by the Exams Officer 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.

The generic schedules for reviews of marking of GCSE and A Level courses are shown below. If subject areas return marks before the 16th April, then pupils have 1 week to request a review of marking and should complete the Glenthorne High School Examination Office form available from the Exams Officer. BTEC courses have a specific review of marking procedure which is shared with pupils at the start of the course and available to view on the school website.

Schedule for Review of Marking – Biology, Chemistry, Computer Science, Dance, Design Technology, Drama, English Language / English Literature, Extended Project, Geography, History, Media Studies, Film Studies, Music, Physics and Product Design.

Tuesday 16 th April 2024	Marks returned to pupils
Friday 19 th April 2024	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
w/c 22 nd April 2024	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Friday 26 th April 2024	Deadline for pupils to return the request for a review of marking.
Thursday 2 nd May 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 3 rd May 2024	Marks submitted to Exam Board

Schedule for Review of Marking – Physical Education

W/C 5 th February 2024	Marks returned to pupils
Monday 26 th February 2024	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
Friday 1 st March 2024	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Monday 4 th March 2024	Deadline for pupils to return the request for a review of marking.
Thursday 7 th March 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 15 th March 2024	Marks submitted to Exam Board

Schedule for Review of Marking – Art, Photography, Textiles.

GCSE

Thursday 28 th March 2024	Coursework Marks returned to pupils
Monday 15 th April 2024 by lunchtime	Deadline for pupils to return the request for a review of marking.
Wednesday 17 th April 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 24 th May 2024	Deadline for GHS to submit marks to Exam Board

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Monday 18 th March 2024	Coursework Marks returned to pupils
Friday 22 nd March 2024	Deadline for pupils to return the request for a review of marking.
Monday 25 th March 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 24 th May 2024	Deadline for GHS to submit marks to Exam Board

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The final mark submitted to the awarding body should therefore be considered provisional. The awarding body moderation process may lead to mark changes either upwards or downwards and this process is outside the control of Glenthorne High School and is not covered by this procedure.