

## **Reviews of marking - centre assessed marks**

### **(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

Newquay Tretherras 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. Newquay Tretherras 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.

Any concerns about the procedures in place for these assessments, including the rejection of coursework on the grounds of malpractice, should initially be raised with the teacher concerned and/or Head of Department. It is hoped that this will resolve the matter. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Head Teacher.

Any appeals must be submitted to Ms Gemma Harries (Head of School in writing immediately and before the submission deadline for the particular exam series.

1. We 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. We 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.
3. We 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.
4. We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
5. The candidate will be informed in writing of the outcome of the review of the centre's marking.
6. Any cost(s) incurred by this centre as a result of a review must be reimbursed by the candidate.

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 Newquay Tretherras and is not covered by this procedure.

