

Review of marking – GCE and GCSE centre assessed coursework marks

Certain components of GCSE and GCE qualifications that contribute to the final grade of the qualification are internally assessed by the subject teacher. The marks awarded are then submitted by the deadline set by the awarding body for external moderation. Cranbrook School is committed to ensuring that whenever its staff marks 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. Cranbrook 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.

If a candidate believes this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The JCQ now require that candidates must 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. Centre Assessed marks relate to coursework that is marked by Cranbrook School teaching staff before being sent to the exam board for moderation. It does not relate to coursework that is sent directly to the exam board to be marked.

Cranbrook School will

- 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†; Please note that only marks will be given and it cannot be assumed that certain marks will equate to certain grades as grade boundaries may change from year to year.
- having received a written 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 (marks can go down as well as up) 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‡;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

Candidates wishing to proceed with requesting a review of marking, must write to the Headmaster within 48 hours of receiving the coursework marks outlining the reasons for their request. Before the review is actioned, the candidate must make a payment of £50 to the school as a contribution towards administrative costs. Requests for reviews of marking should be made as early as possible in order to ensure that there is time for the review process to be completed and the candidate informed of the outcome before the awarding body's deadline for submission of marks.

† 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.

PLEASE NOTE THAT COURSEWORK IS MODERATED BY THE EXAM BOARD AFTER THE MARKS ARE SUBMITTED TO THEM. A REVIEW OF THE MARKS AWARDED BY CRANBROOK SCHOOL DOES NOT GUARANTEE THAT THESE MARKS WILL MAKE UP THE FINAL AWARD – THE EXAM BOARD MAY THEN MODERATE THEM UP OR DOWN.

Coursework that is affected by these rules:

GCE and GCSE Fine Art

GCE Geography

GCE History

GCE and GCSE Drama

GCSE Food Preparation and Nutrition

GCSE Astronomy

GCSE English Language Spoken Language Endorsement

GCE Biology/Chemistry/Physics Practical Endorsement

GCE English Literature