

St Benedict's Catholic College



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

Reviewed by	Mrs L Luaces Fernandez
Date of next review	March 2024

St Benedict's Catholic College



St Benedict's Catholic College is committed to ensuring that whenever 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 trained staff who have appropriate knowledge, understanding and skill. St Benedict's Catholic 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.

1. St Benedict's Catholic College will ensure that candidates are informed by subject teachers 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 teachers at St Benedict's will 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. Candidates requests for reviews of marking must be made in writing.
3. Heads of department at St Benedict's will, having received a request for copies of materials, promptly make them available to the candidate, providing candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. Heads of department at St Benedict's 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 college's internal set deadline.
5. Heads of department at St Benedict's will ensure that the review of marking is carried out by an assessor (subject teacher within the department) 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 will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.
6. The candidate will be informed by Heads of department in writing of the outcome of the review of the centre's marking.
7. The outcome of the review of the centre's marking will be made known to the Assistant Principal in charge of examinations and the Principal and will be logged as a complaint by the Exams Officer. A written record will be kept 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 Assistant Principal in charge of examinations, the Principal and the awarding body will be informed immediately by the Exams Officer.

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 St Benedict's Catholic College and is not covered by this procedure.

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Timeline

Marking completed by tutors and available to students	Two weeks before awarding body deadline
Students deadline for written requests of review of marking	One week before awarding body deadline
Review of marking to be completed and recorded. Internal deadline for marks to be completed	Two days before awarding body deadline
External deadline for marks to be completed	Awarding body deadline