



ST HILDA'S
CE HIGH SCHOOL

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

Date Policy prepared: 6th February 2018
Governor Committee: Policy committee
Policy agreed by committee: 5th March 2018
Date ratified by governing body: 10th May 2018
Policy reviewed by:SMc/JCo
Date for next review (annual/2 yearly): September 2018



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CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in the marking of candidates work.</p> <p>The guiding principal of this guidance is to ensure that marking is done fairly consistently and in accordance with the awarding body's specification and is subject- specific.</p> <p>This is also consistent with our values.</p>				

St Hilda's CE High 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. St Hilda's CE High 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. St Hilda's CE High School will inform candidates upon request in writing 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. St Hilda's CE High School 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. And, having received a request for copies of materials, promptly make them available to the candidate.
3. Requests for reviews of marking **must** be made in writing using the form available by the deadline stated. Late requests cannot be considered.
4. St Hilda's CE High School will allow 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.
5. St Hilda's CE 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 will ensure that the candidate's mark is consistent with the standard set by the centre.
6. The candidate will be informed 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 Head of Centre and Head of Department. A written record will be kept and made available to the awarding body upon request.

Once 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 Hilda's CE High School and is not covered by this procedure.