



Gordon's School reviews of marking for centre assessed marks (GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

Gordon's 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, who have been trained in this activity and do not have any potential conflicts of interest. Gordon's School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Gordon's School 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. Gordon's 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 of the assessment.
3. Gordon's School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Gordon's School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Gordon's School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. A reviewer will be instructed to ensure the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error. The three types of marking error are:
 - An administrative error
 - A failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement
 - An unreasonable exercise of academic judgement

Candidates must select at least one of these areas to support their application for a review and explain the way/s in which they believe the marking error has occurred.

7. Gordon's School 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 for the submission of marks.
8. Gordon's School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
9. Gordon's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process.
10. If the reviewer decides that there has been a marking error, he/she will indicate where the marking error has occurred and how/why the mark is not in line with the standard of other candidates at the centre.
11. Gordon's School will inform the candidate in writing of the outcome of the review of the centre's marking.
12. The outcome of the review of marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.
13. The centre is not obliged to accept the outcome of a review and may submit the original mark to the awarding body. The centre will inform the awarding body if it does not accept the outcome of a review.
14. The head of centre will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
15. There is no additional review or appeal process open to candidates once this review process is concluded

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

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