



Review of Marking - Centre Assessed Marks (GCSE controlled assessments and GCSE non-examination assessments)

Tenbury High Ormiston Academy is committed to ensuring that whenever staff mark candidate's work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Tenbury High Ormiston Academy 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 candidate's work, internal moderation and standardisation will ensure consistency of marking.

2019 Deadlines for coursework submission to the boards:

Subject	Exam board	Deadline
English	AQA	May 7 th
Art	AQA	May 31 st
RM	AQA	May 7 th
Music	AQA	May 7 th
Child Development	AQA	May 7 th
Drama	EDEXCEL	May 15 th
PE	EDEXCEL	May 15 th
CiDA		May 15 th
Computer Science		March 31 st

1. Tenbury High Ormiston Academy 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. Teachers will share the date for exam board mark submission when the coursework grades are shared with pupils.
2. Tenbury High Ormiston Academy 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. Tenbury High Ormiston Academy will, having received a request for copies of materials, promptly make them available to the candidate.



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4. Tenbury High Ormiston Academy will provide candidates with sufficient time, as far as the time scale allows, in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing to the exams officer
6. Tenbury High Ormiston Academy 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.
7. Tenbury High Ormiston Academy 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.
8. Tenbury High Ormiston Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. 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 awarding body will be informed immediately.

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 Tenbury High Ormiston Academy and is not covered by this procedure.

Subjects with GCSE controlled assessments and non-examination assessments:

English, Drama, Art, Resistant Materials, Music, Child Development, PE, Catering, Asdan.



REVIEW OF MARKING STEP BY STEP PROCEDURE

