



SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL

Review of Centre Assessed Marking Policy

Senior Lead Reviewer : Louise Walder, Director of Studies
Lesley Haldane, Exams Officer

Committee: Curriculum, Learning and Progress

Reviewed: March 2022

Next Review: March 2023



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Context

The policy applies to GCSE and A level controlled assessments and coursework that will be internally assessed, with marks given to exam boards and used in the calculation of final GCSE and A level awards.

In conducting examinations schools are required to adhere to the Joint Council for Qualifications (JCQ) General Regulations. The 2021/2022 regulations state that schools must inform candidates of their centre assessed marks as students will be allowed to request a review of the marking before marks are submitted to the awarding body.

Sir William Borlase's Grammar School is working with local grammar schools to implement the new requirement and to formalise arrangements for conducting independent reviews. The policy explains how Sir William Borlase's Grammar School will work collaboratively to ensure reviews are conducted fairly 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.

The review is to check the application of the mark scheme and marking procedure were followed correctly. It is not a remark. As with appeals to exam boards for written papers, marks will only be changed where the original mark could not reasonably have been given or where markers have exercised their academic judgement in an unreasonable way. It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards.

When marks are submitted to exam boards they are subject to the usual exam board moderation. Exam boards have the right to alter marks at moderation and the school cannot influence the final decision of the exam board. Post-exam appeal services for written elements of a subject are still available via exam boards and information regarding this is available from our Exams Officer.

General principles

Sir William Borlase's Grammar School is committed to ensuring that candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and marking guidance.

Candidates' work will always be marked by teachers who have the appropriate knowledge, understanding and skill to mark in this fashion. Sir William Borlase's Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where there is more than one subject specialist teacher involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Sir William Borlase's Grammar School will ensure that candidates are informed of their centre assessed marks so that they can request a review of the centre's marking before marks are submitted to the awarding body. On request, the school will direct students to copies of materials to assist them in considering whether to request a review of the centre's marking of the



assessment. This review checks that there was an accurate application of the mark scheme; it is not a 're-mark' of the work.

Candidates will have a suitable period of time prior to the submission deadline for marks to the exam boards to review copies of materials to allow them to decide whether to request a review of the assessment mark. Requests for reviews of marking must be made using the 'Request for Review of Centre Assessed Marking' form and handed to the Exams Officer before 3.30pm on the relevant deadline day.

Sir William Borlase's Grammar 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.

Sir William Borlase's Grammar 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 assessor will in the vast majority of cases be an appropriate subject specialist from another local grammar school. Marking review requests made by pupils at Sir William Borlase's Grammar School will be carried out by subject specialists at Beaconsfield High School, John Hampden Grammar School, Wycombe High School, Burnham Grammar School or The Royal Grammar School, High Wycombe to ensure the review is carried out independently and fairly.

Sir William Borlase's Grammar School will request that the reviewer ensures that the candidate's mark is consistent with a reasonable interpretation of the awarding body's mark scheme. The candidate will be informed in writing of the outcome of the review of the centre's marking.

Sir William Borlase's Grammar will record the outcome of the review of the centre's marking and it will be made known to the Headteacher. 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 changes in the marks awarded. This process is outside the control of Sir William Borlase's Grammar School and is not covered by this procedure.

Timescales

PE

Final deadline for students to be notified of centre-marked assessment marks: 14 March 2022

Deadline for request of review of centre-marked assessment marks: 16 March 2022

Deadline for completion of reviews: 22 March 2022



Drama GCSE Component 1

Final deadline for students to be notified of centre-marked assessment marks: 22 March 2022

Deadline for request of review of centre-marked assessment marks: 24 March 2022

Deadline for completion of reviews: 28 March 2022

HPQ, English Language spoken endorsement

Final deadline for students to be notified of centre-marked assessment marks: 8 April 2022

Deadline for request of review of centre-marked assessment marks: 26 April 2022

Deadline for completion of reviews: 4 May 2022

Drama GCSE Component 2

Final deadline for students to be notified of centre-marked assessment marks: 25 April 2022

Deadline for request of review of centre-marked assessment marks: 27 April 2022

Deadline for completion of reviews: 29 April 2022

Subjects being examined at GCSE by AQA [Music, Dance, DT]

Final deadline for students to be notified of centre-marked assessment marks: 27 April 2022

Deadline for request of review of centre-marked assessment marks: 29 April 2022

Deadline for completion of reviews: 4 May 2022

All other Subjects, all boards

Final deadline for students to be notified of centre-marked assessment marks: 27 April 2022

Deadline for request of review of centre-marked assessment marks: 29 April 2022

Deadline for completion of reviews: 7 May 2022



Art

Final deadline for students to be notified of centre-marked assessment marks: 20 May 2022

Deadline for request of review of centre-marked assessment marks: 24 May 2022

Deadline for completion of reviews: 27 May 2022

Fee for Review

In line with exam board fees for additional services, it will be necessary to levy a charge of £50 to carry out marking reviews. The reviews will be conducted by a qualified external party, who will require payment for their service.

If a student is concerned at the mark they have been awarded for a piece of coursework or controlled assessment, we strongly recommend they speak first to their teacher or the Head of Department for clarification before requesting a review.

A copy of this policy, together with a “Request for Review” form, will be available on the school’s website in the Exams section, accessed via the Parents and Carers tab.

In line with the school’s charging policy, parents are reminded that the School Fund exists to assist families whose financial circumstances present a barrier to a student requesting a review, if they are sure that there has been a mistake in the process leading to the award of a mark. Application must be made in writing to Mr John Clegg, the Interim Business Manager.

