



Review of Centre Assessed Marking Policy

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Committee: Curriculum, Learning and Progress

Reviewed: February 2024

Next Review: February 2025



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. It also applies to the Certificate of Philosophy completed by year 9 students.

In conducting examinations schools are required to adhere to the Joint Council for Qualifications (JCQ) General Regulations. The 2023/2024 regulations state that schools must inform candidates of their centre assessed marks as students are allowed to request a review of the marking before marks are submitted to the awarding body if they believe there has been a mistake, or do not agree with the mark.

Note that any review of marking is to check the application of the mark scheme and that the marking procedure was followed correctly. It is not a remark. If the review of marking recommends a lower mark or higher mark than that awarded by SWBGS, then the student mark will be changed if it is outside a tolerance band (usually one mark). If SWBGS do not accept the outcome of a review of marking they will inform the exam board.

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 have an opportunity to request a review of the centre's marking before marks are submitted to the awarding body. Any review of marking checks that there was an accurate application of the mark scheme; it is not a 're-mark' of the work.

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. Students should be aware of the assessment objectives of any assessed work; however 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. These will either be originals viewed under supervision or copies.

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 subject "deadline for request



of review of centre-marked assessment marks”, as detailed at the end of this document. No other method for requesting a review can be used. On this form candidates must explain on what grounds they wish to request a review. Late requests cannot be considered.

Sir William Borlase's Grammar School will allow sufficient time for the review to be carried out by an external assessor, 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. Note that for the Certificate of Philosophy, reviews will be carried out internally.

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. If no suitable specialist is available from these schools we will find an alternative specialist from a trusted institution.

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. The centre will inform the awarding body if it does not accept the outcome of a review.

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, either upwards or downwards, even after the internal review. This process is outside the control of Sir William Borlase's Grammar School and is not covered by this procedure. The mark submitted to the awarding body is therefore subject to change and should be considered provisional.

Timescales

GCSE & A Level PE

Final deadline for students to be notified of centre-marked assessment marks:	26 Feb 2024
Deadline for request of review of centre-marked assessment marks:	4 March 2024

GCSE Drama Component 1

Final deadline for students to be notified of centre-marked assessment marks:	1 March 2024
Deadline for request of review of centre-marked assessment marks:	8 March 2024



GCSE Dance, DT, English Language spoken endorsement

Final deadline for students to be notified of centre-marked assessment marks: 15 April 2024

Deadline for request of review of centre-marked assessment marks: 22 April 2024

GCSE Music

Final deadline for students to be notified of centre-marked assessment marks: 22 April 2024

Deadline for request of review of centre-marked assessment marks: 26 April 2024

A Level Drama, History, English, Computing, Geography, EPQ and Science practical endorsements

Final deadline for students to be notified of centre-marked assessment marks: 22 April 2024

Deadline for request of review of centre-marked assessment marks: 26 April 2024

Art GCSE & A Level

Final deadline for students to be notified of centre-marked assessment marks: 13 May 2024

Deadline for request of review of centre-marked assessment marks: 17 May 2024

HPQ - Year 9 Certificate in Philosophy

Final deadline for students to be notified of centre-marked assessment marks: 17 May 2024

Deadline for request of review of centre-marked assessment marks: 22 May 2024

Fee for Review

In line with exam board fees for additional services, it will be necessary to levy a charge of £60 to carry out marking reviews. The reviews will be conducted by a qualified external party, who will require payment for their service.

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 Fulden Thomas, Chief Finance Officer, fthomas@swbgs.com

