Carshalton High School for Girls

Examinations:
Review of Marking Policy

Reviewed and Agreed by Carshalton Local Governing Body:	Autumn 2026
Next Review:	Autumn 2027

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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Internal Appeals Procedure and Enquiries about Results

Carshalton High School for Girls is committed to ensuring that whenever its staff marks 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. Carshalton High School for Girls is committed to ensuring that the 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. Carshalton High School for Girls 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. Candidates at Carshalton High School for Girls may request copies of materials to assist them in considering whether to request a review of the centre's marking of the NEA (Non-examination assessment), using Carshalton High School for Girls Examination Office form.

3. Carshalton High School for Girls will, having received a request for copies of materials, promptly make them available to the candidate.

4. Carshalton High School for Girls will provide candidates with sufficient time 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 using Carshalton High School for Girls Examination Office form.

6. Carshalton High School for Girls 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. Carshalton High School for Girls 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. Carshalton High School for Girls will instruct the reviewer to ensure 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 Carshalton High School for Girls and is not covered by this procedure.

Appendix 1
Schedule of Centre Review of Marking Deadline forNon-Examination Assessments

For GCE NEAs with Awarding Body Deadline 15th May
(where the Awarding Body deadline is different the school's deadline will differ and be communicated to candidates by the subject area)

Thursday 2nd April	Marks returned to students
Friday 24th April	Deadline for students to request materials to inform their decision. Materials should be returned to students within 1 week of the request
w/c 27th April	Materials to be returned to student along with a form to complete if they wish to go ahead with a review of marking
Friday 1st May	Deadline for students to return the request for a review of marking
Friday 8th May	Deadline for CHSG to have completed the review of marking and returned the outcome to students

For GCSE NEAs with Awarding Body Deadline 7th May
(where the Awarding Body deadline is different the school's deadline will differ and be communicated to candidates by the subject area)

Thursday 2nd April	Marks returned to students
Tuesday 23rd April	Deadline for students to request materials to inform their decision. Materials should be returned to students within 1 week of the request
w/c 20th April	Materials to be returned to student along with a form to complete if they wish to go ahead with a review of marking
Friday 24th April	Deadline for students to return the request for a review of marking
Thursday 30th April	Deadline for CHSG to have completed the review of marking and returned the outcome to students

Appendix 2

Use of Artificial Intelligence

Intentions/Guiding principles

- At CHSG we are keen to embrace the opportunities that Artificial Intelligence (AI) affords our learners, and we are aware of the need to educate students and prepare them for the workplace, where AI will potentially play a key role.
- We encourage the use of AI to expand classroom instruction, facilitate personalised learning, develop student curiosity, critical thinking and personalised learning.
- We also encourage the use of AI to reduce teacher workload and provide feedback and personalised assessment of student work.
- AI will not replace direct instruction of teacher interaction.
- Teachers will guide and monitor student use of AI, to ensure that it aligns with the School's curriculum objectives and learning outcomes.
- We will take a proactive stance about AI-related safeguarding risks
- We will ensure that any use of AI in Non-Examination Assessment (NEA) materials is compliant with the guidance set out by JCQ.
- We continue to ensure that examinations are secure from the use of AI, as set out in our Examinations Malpractice Policy

Misuse of Artificial Intelligence in NEAs

Students must make sure that work submitted for assessment is demonstrably their own.

If sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and the student must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore they will not be rewarded.

If teachers have doubts that the authenticity of student work submitted for assessment, and if the use of AI has not been properly acknowledged, they must investigate and take appropriate action.

Monitoring of AI use

In order to reduce the risk of plagiarism and inappropriate use of AI the class teacher will:

- Explain the importance to all students of submitting their own independent work for assessments.
- Ensure that students are clear about how to reference the use of technology and websites appropriately.
- Ensure they are familiar with AI tools, their risks and the available AI detection tools.
- Ensure that if necessary, they know how to disable access to AI/internet if they need to.
- Reinforce to students the importance of their declaration when they confirm that the work they submit is their own and the consequences of a false declaration
- Set reasonable deadlines for the submission of work and provide reminders.
- Where appropriate, ensure that a sufficient proportion of the work is completed under direct supervision to allow the teacher to authenticate the student's work with confidence.
- Examine intermediate stages in the production of work to ensure that there is a natural continuation of earlier stages
- Introduce classroom activities that use the level of knowledge/understanding achieved during the course thereby making the teacher confident that the student understands the material.
- It may occasionally be necessary to engage the student in a short verbal discussion about their work to ascertain that they understand it and it reflects their own independent work.
- Not accept, without further investigation, any work that they suspect may have been generated without proper acknowledgement.

Identifying misuse
Teachers and leaders will use a wide range of approaches to review work. These include comparing the assessment material with work previously created by the student. Further examples of what to look for can be found on page 10 of the aforementioned JCQ guidance. If the teacher suspects malpractice, then the piece of work in question must be submitted to the Exams Manager and they will enlist the use of Automated Detection software to check and verify these concerns.

Use of AI in Exams
We will not use AI in any exam without prior written approval from the JCQ. All AI-based assistance and software will be subject to the regulations laid out by the JCQ. AI-based assistance or software may only be used if it is authorised by the JCQ and is used in accordance with the regulations.

Reporting of Non-Compliance
Any staff member who identifies any AI-based activities or software that is or may be in violation of the JCQ regulations must report the activity or software immediately to the Exams Manager. Any students who are found to be in violation of the AI policy will be subject to disciplinary action as per the Carshalton Girls Malpractice Policy.

If AI misuse is identified the consequences may include, but are not limited to:

- Invalidation of the NEA in question
- Loss of marks, disqualification from a component, qualification or other sanctions as determined by the awarding body.

Conclusion
At Carshalton Girls we are keen to embrace the opportunities new technology provides, but this must not come at the expense of upholding the integrity and fairness of assessments.