



# **Carshalton High School for Girls**

***Review of Marking –  
Centre Assessed Marks  
(GCSE Controlled Assessments, GCE  
Coursework,  
GCE and GCSE Non-Examination Assessments)***

**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 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.

See schedule on the following page for deadline dates.

## Schedule of Deadline Dates for Summer 2018 Season

### For Non-Examined Assessments with Awarding Body Deadline of 15<sup>th</sup> May

(where the Awarding Body deadline is different the school's deadline will differ and be Communicated to candidates by the subject area)

Tuesday 24 <sup>th</sup> April	Marks returned to students
Friday 27 <sup>th</sup> 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 30 <sup>th</sup> 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 4 <sup>th</sup> May	Deadline for students to return the request for a review of marking
Friday 11 <sup>th</sup> May	Deadline for CHSG to have completed the review of marking and returned the outcome to students