

Centre-assessed marks: reviews of marking for GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments

2018/2019

Please note that this policy applies only to work which has been **completed** and submitted for marking to Hertswood Academy staff in accordance with the Exam Board's criteria.

Hertswood Academy is committed to ensuring that, whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the Exam Board's specification and subject-specific associated documents.

After final submission of coursework by students, **on or before 15th March 2019**, no further changes can be made by the candidates to the completed work and internal marking will take place. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hertswood Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the Exam Boards. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking within the centre. Internal moderation and standardisation are equally important where there is a single teacher teaching a subject.

Hertswood 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 Exam Board. Marks will be conveyed to the candidate in person or via email by the relevant subject teacher or Head of Department by the dates listed in the table below, which allow for internal standardisation to take place following the submission of candidates' work. Please note that only **marks** must be given, **not grades**, and it cannot be assumed that certain marks will equate to certain grades as grade boundaries may change from year to year.

Hertswood Academy will inform candidates that they may request copies of materials (such as mark schemes) to assist them in considering whether to request a review of the Academy's marking of the assessment. Please note that these materials will *not* include copies of other candidates' work. Hertswood Academy will, having received a request for copies of materials, promptly make them available to the candidate.

Any request for copies of materials should be made in writing by the candidate to the relevant Head of Department. The Head of Department will give the candidate the relevant material either in hard copy or via email as appropriate within 24 hours on a working day.

Following the candidate's review of any copies of materials provided, the candidate must decide whether or not to request a review of marking. **Any such review may result in marks going up or down and candidates must be made aware of this. Candidates must also be made aware of the fact that once a mark has been agreed on within the centre, the marks may change when moderated externally by the relevant Exam Board. This process is outside the control of Hertswood Academy and is not covered by this procedure.**

Candidates must be informed that any requests for reviews of marking must be made by the deadline below, in order to ensure that there is sufficient time for a review to take place. Requests for reviews of marking must be submitted to the Head of Department via email. The

Head of Department will acknowledge receipt of such a request within 24 hours on a working day. If no such acknowledgement is received, the candidate should speak to Mr Wood to be sure that the initial request has been received.

Hertswood 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. The deadlines for each subject for 2018/19 are listed below.

Hertswood 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. Where appropriate, this will involve using an assessor from outside the centre. **Where an assessor from outside the centre may be needed, it is the responsibility of Heads of Department to make contingency plans for this situation before 15th March 2019.** If an external reviewer is used, Hertswood Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Any candidate who has sought a review of marking will be informed via email of the outcome of the review of the centre's marking by the relevant Head of Department on or before **10th May 2019. The outcome of this review is final in so far as any internal assessment is concerned, including if the outcome of the review is to reduce the final mark.**

The details of any reviews and the outcomes of any review of the centre's marking will be made known to the Examinations Administrator, who will keep a written record of such outcomes, to be made available to the Exam Board(s) upon request.

Centre-assessed unit	Internal deadline for submission of centre-assessed work	Date by which candidates will be told mark	Date by which any request for a re-mark must be made in this subject	Latest date on which candidates must be told result of re mark	Date Before Which Coursework Must be Submitted to the Board
Textiles GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
RM GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Food GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Art GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Photography GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Music GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Drama GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
English Language GCSE	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019

Music A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Theatre Studies A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Art A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Photography A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Theatre Studies A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
History A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
English Literature A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
English Language/ Literature A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Biology A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Chemistry A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019
Physics A level	15th March 2019	5th April 2019	26th April 2019	10th May 2019	15th May 2019