



Review of Marking for Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Langley Park School for Girls (hereafter known as LPGS) is committed to ensuring that whenever its staff mark 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. LPGS is committed to ensuring that 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. LPGS 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. LPGS will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. LPGS will, having received a request for copies of materials, promptly make them available to the candidate.
4. LPGS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. LPGS will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. LPGS 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. LPGS 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. LPGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. LPGS will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



Review of Marking for Internally Assessed Marks

In a very few cases candidates may wish to query their internally assessed marks.

Think very carefully before you request a Review of Marking. The great majority of marks and grades are confirmed and for the very few that are changed marks can go **down as well as up.**

- The deadline for submission of a review of marking for internally assessed marks is **1st May 2018** with the exception of GCSE English Language, Health and Social care, ICT and Leisure and Tourism which is **20th April 2018**
- The fee is £25 per unit and cheques should be made payable to Langley Park School for Girls

Enquiries and appeals about results

Information for Candidates

The following information explains what may happen following a request for a review of marking.

If you make an enquiry about the result of one of your internally assessed marks when your marks are given to you by the school, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your grade
2. Your original mark is raised, so your final grade **may** be higher than the original grade you received
3. Your original mark is lowered, so your final grade **may** be lower than the original grade you received

In order to proceed with the enquiry, you must sign the form. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Should your grade improve following the review of marking, the fees will be refunded by LPGS