

BENNETT MEMORIAL DIOCESAN SCHOOL

Centre Assessed Marking Policy

Reviews of marking - centre assessed marks
(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments)

Policy created 1st November 2017

Bennett Memorial Diocesan School 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. Bennett Memorial 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.

Bennett Memorial Diocesan School will:

1. 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. 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. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. accept requests for reviews of marking which **must** be made in writing to the head teacher setting out the grounds for the request for a review. These should identify how the candidate believes that the assessment criteria have not been applied fairly or that the assessment has not been administered correctly.

6. 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. 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. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. inform the candidate in writing of the outcome of the review of the centre's marking.

10. ensure the outcome of the review of the centre's marking will be made known to the head of centre. 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 this will be investigated immediately by the head of centre.

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 Bennett Memorial and is not covered by this policy.