

CHANNING SCHOOL

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

Channing 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. Channing School 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 within the Centre.

1. Channing School 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. Marks will be shared with candidate by the Head of Department in a timely manner and communicated in writing. Please note only marks will be given and it cannot be assumed that certain marks will equate to certain grades as grade boundaries change from year to year.
2. Channing School 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. These materials will not include copies of other candidates' work.
3. Channing School 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 to the Headmistress within 2 working days of the mark being received by the candidate. The Headmistress will pass the request to the relevant Head of Department who will then give the candidate a copy of the relevant material.
4. Channing School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. A request for a review of marking must be made **in writing** to the Headmistress.
6. Channing School 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. Channing School 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. Candidates must recognise that a mark may be raised or lowered as a result of the review of marking.

8. Channing School will instruct the reviewer to ensure that 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 by the Headmistress of the centre's marking. The outcome of the review is final and the reviewed mark will be that submitted to the examination board.
10. A written record will be kept by the Examinations Officer and made available to the awarding body upon request.

Please be aware that after candidates' work has been internally assessed, it is moderated by the awarding body to ensure that there is consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Channing School and is not covered by this procedure.

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| SUBJECT | Internal Deadline for submission of centre assessed work | Date by which candidate will be told mark | Date by which any request for a remark must be made in this subject |
| Art (First submission) Final submission | 15th February 2019 10th May 2019 | 18th March 2019 | n/a |
| Drama | 26th March 2019 | 2nd April 2019 | 4th April 2019 |
| English Literature | 27 March (KW's class) 28 March (PE's class) | 26 April | 29 April |
| EPQ | 13 March 2019 | 1 May 2019 | 2 May 2019 |
| Geography | 31 October 2018 | 25 March 2019 | 1 April 2019 |
| History | 11 January 2019 | 25 March 2019 | 1 April 2019 |

| GCSE | | | |
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| SUBJECT | Internal Deadline for submission of centre assessed work | Date by which candidate will be told mark | Date by which any request for a remark must be made in this subject |
| Art (First submission) Final Submission | 18th January 3rd May 2019 | 25th February 2019 | n/a |
| Drama | 18th December 2018 | 28th January 2019 | 1st February 2019 |
| Music | 7 March 2019 | 18 March 2019 | 20 March 2019 |
| PQ2 | 4th April 2019 | 26th April 2019 | 28th April 2019 |

This policy will be reviewed in September 2019 by the Director of Studies.