

## **Reviews of Marking - Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

Enfield County School for Girls 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. ECSfG 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. ECSfG 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. ECSfG will **inform candidates that they may request copies of materials to be made available** (marked work, mark scheme and specification) **to assist them in considering whether to request a review** of the centre's marking of the assessment.
3. ECSfG will, having received a request for copies of materials, promptly **make them available** to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. ECSfG will **provide candidates with sufficient time normally at least five working days, 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 by the candidate using form R2**, the deadline for which is on the form. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. ECSfG 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. ECSfG will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the review.
8. ECSfG 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 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 centre will inform the awarding body if it does not accept the outcome of a review.
11. A request for a review of marking is **not an opportunity for a candidate to resubmit any of the completed work.**
12. **A request for a review of written work costs £35** and must be paid via ParentPay before the deadline on form R2.

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 Enfield County School for Girls and is not covered by this procedure.**

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 the 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.