

**For the attention of students who have completed any
GCSE controlled assessments, GCE coursework, GCE and
GCSE non-examination assessments**

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

The John of Gaunt School is committed to making sure that whenever our staff mark a candidate's work it is done consistently and follows the relevant regulations.

A candidates' work will be marked by staff who have been trained. They will have the right knowledge, understanding and skills and if more than one member of staff is needed, they will use that experience to mark the work between them. This means it will be marked fairly and consistently.

1. The John of Gaunt School will ensure that the candidate is told what their centre assessed mark was. This means that if there is a problem they can then ask for the marks to be reviewed before they are sent to the awarding body. Please note that the work cannot be altered once a mark has been issued.
2. The John of Gaunt School will provide any materials / information to help a candidate decide whether to ask for a review of their marks.
3. The John of Gaunt School will make sure that all necessary materials and information are provided as quickly as possible, (within 2 working days).
4. The John of Gaunt School will give candidates enough time to make a decision using those materials/ information.
5. Requests for reviews of marking **must** be made in writing by completing an Internal Appeals form (within 4 working days after receiving copies of the requested materials)
6. The John of Gaunt School will make sure that there is enough time to review the marks and let the candidate know the final decision before the awarding body's Deadline.
7. The John of Gaunt School will ensure that the people reviewing the marking are trained, but were not involved with marking the work of this candidate originally.
8. The John of Gaunt School will make sure that the person reviewing the marks is consistent in applying the standards set by the school.
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 and will be logged as a complaint. 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, the awarding body will be informed immediately.

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 The John of Gaunt School and is not covered by this procedure.

If you feel you need to query your marks or would like to see a copy of the Internal Appeals Policy, please ask either your teacher or the exams staff based in W2.