

Queen's College, Centre 10256

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

Please note that this policy applies only to work which has been **completed** and submitted for marking by Centre staff in accordance with the Awarding Body's criteria.

Queen's College is committed to ensuring that whenever its teaching staff mark candidates' work this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

After final submission, no further changes can be made by the candidate to the completed work and internal marking will take place. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Queen's College 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. Queen's College 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 conveyed to the candidate in person or in writing by the relevant subject teacher or Head of Department by the dates listed in the table below. Please note that only marks will be given and it cannot be assumed that certain marks will equate to certain grades as grade boundaries may change from year to year.
2. Queen's College 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 could include a copy of their marked work, the relevant specification and associated subject-specific documents. Please note that these materials will *not* include copies of other candidates' work.
3. Any request for copies of materials should be made in writing by either the candidate or her parent to the Senior Tutor who will transmit the request to the subject Head of Department. The Head of Department will provide the candidate with the relevant materials, either in hard copy or virtual format as appropriate.
4. Any request for a review of marking must be made by the deadline(s) below, in order to ensure that there is sufficient time for a review to take place. Requests for reviews of marking **must** be made in writing (letter or email) to the Senior Tutor, who will acknowledge receipt of the request.
5. Queen's College 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. The deadlines for each subject for 2017/18 are listed below.
6. Queen's College 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.

7. Queen's College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. Candidates and parents must recognise that a mark may be raised or lowered following a review of marking.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking by the Principal, as Head of Centre. The outcome of this review is final in so far as any internal assessment is concerned, including if the outcome of the review is to *reduce* the final mark.
10. The outcome of the review of the centre's marking will be made known to the Examinations Officer, who will keep a written record of such outcomes, to be 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 and marks submitted to the Awarding Body, it is moderated by the Awarding Body to ensure consistency in marking between Centres. The moderation process may lead to mark changes, either up or down. This process is outside the control of Queen's College and is not covered by this Policy.

A Level			
Subject	Internal Deadline for Submission of Centre-assessed work	Date by which Candidates will be told Mark	Date by which any Request for a Remark must be made in this subject
Art	5 June 2018	7 June 2018	11 June 2018
Biology	28 March 2018	18 April 2018	25 April 2018
Chemistry	28 March 2018	18 April 2018	25 April 2018
Geography	Already complete	18 April 2018	25 April 2018
History	9 Feb 2018	18 April 2018	25 April 2018
Physics	28 March 2018	18 April 2018	25 April 2018

GCSE			
Subject	Internal Deadline for Submission of Centre-assessed work	Date by which Candidates will be told Mark	Date by which any Request for a Remark must be made in this subject
Art	27 April 2018	9 May 2018	16 May 2018
Dance	28 March 2018	18 April 2018	23 April 2018
Drama	28 March 2018	18 April 2018	25 April 2018
Italian	28 March 2018	18 April 2018	25 April 2018
Music	28 March 2018	18 April 2018	25 April 2018