

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

James Calvert Spence College is committed to ensuring that whenever staff assess and 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. James Calvert Spence 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.

1. James Calvert Spence 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.
2. James Calvert Spence 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.
3. James Calvert Spence College will, having received a request for copies of materials, promptly make them available to the candidate.
4. James Calvert Spence College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. James Calvert Spence College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. James Calvert Spence 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.
7. James Calvert Spence 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.
8. James Calvert Spence College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. James Calvert Spence College will inform the candidate 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 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 centre marking is inline with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Additionally:

Departments will ensure that marks are issued to students to allow enough time for a review to be requested and completed before the relevant exam board deadline for submission. Reviews can only be carried out after students have submitted their **final** work to be marked.

Candidates can only request a review of marking where they identify issues such as in the application of the mark scheme.

Candidates should be aware that their marks can be lowered, confirmed or raised as a result of this review.

Reviews must be completed, and candidates informed of the outcome in writing, prior to the awarding body's deadline.

Requests for reviews will not be accepted 5 days prior to the external deadline.

The mark submitted to the awarding body is then moderated by the awarding body to ensure consistency in marking between centres and is therefore subject to change. It should in all cases always be considered provisional.

There will be a £10 charge per review (candidates eligible for FSM/PP will not be charged).

The charge is payable at the time of requesting a review and will be refunded if the subject grade is raised on review.

Summer 2018 Deadline Dates

Final Exam Board Deadline(EBD) for submitting assessment marks shown in **bold**.

Final date for JCSC to issue marks to candidates to meet the EBD are shown in **blue**.

Level / Subject	Internal Deadline	External Deadline
GCSE DT Graphic Products GCSE DT Resistant Materials GCSE English Spoken Language GCSE Food Prep	Monday 23 rd April 2018	Monday 7th May 2018
A2 Biology Practical Skills A2 Chemistry Practical Skills A2 Physics Practical Skills A2 English Language NEA A2 English Literature NEA A2 DT: FOOD4 A2 DT: PROD4	Tuesday 1 st May 2018	Tuesday 15th May 2018
A2 Art AS Photography GCSE Art (Both portfolio and externally set assignment)	Thursday 10 th May	Thursday 31st May 2018