

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

Perschore High 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. Perschore High 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.

1. Candidates must submit all work for assessment by the given deadline. Students submitting work after the deadline will forfeit the ability for review.
2. Perschore High 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.
3. Candidates may request copies of materials from their class teacher to assist them in considering whether to request a review of the centre's marking of the assessment.
4. Within two working days of receiving their marks candidates may request copies of materials.
5. Within two working days of receiving the materials candidates must reach a decision on whether to request a review.
6. Requests for reviews of marking must be made in writing using the Perschore High School marking review request form (available from and returned to Mrs Nanette Allcock, Examinations Officer) and the appropriate non-refundable fee paid via ParentPay.
7. Perschore High 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. As a result of the review a mark could go down.
8. Perschore High 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 initial assessment of that candidate and has no personal interest in the review.

9. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
- 10 The candidate will be informed in writing of the outcome of the review of the centre's marking. The review decision is final, subject to awarding body moderation.
- 11 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 candidate's 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 Perschore High School and is not covered by this procedure.