

## Reviews of marking - Centre Assessed Marks

Certain components of GCSE and GCE qualifications (Legacy GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Each student with an entry for centre assessed work will be informed by their subject teacher of their mark(s) awarded before marks are submitted to the awarding body.

The South Wolds Academy and Sixth Form 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.

Please note that students, provided they adhere to the deadlines below:

- may request a review of the centre's marking before marks are submitted to the awarding body. Requests for review of marking **must** be made in writing, to the Examinations Manager, by completing the Internal Appeals Form available on the school website. Students must state their grounds for an appeal. Please note that following a review, marks may go up, down or remain the same;
- may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment;
- will be informed in writing of the outcome of the centre's marking.

<b>Prior to the "Teacher deadline for submitting marks to the awarding body" (Please see Centre Assessed Marks Form issued with internal assessment mark)</b>	
15 working days	Deadline for candidates to be informed of their centre assessed marks
13 working days	Deadline for candidates to request copies of materials
8 working days	Deadline for candidates to receive copies of materials if requested
6 working days	Deadline for requests for review of marking to be made
2 working days	Deadline for candidates to be informed, in writing, of the review of marking outcome

**PLEASE NOTE - After the work has been internally assessed, it is moderated by the awarding body to ensure consistency of marking between centres. The moderation process may lead to mark changes. The mark submitted to the awarding body is subject to change and should therefore be considered provisional. This process is outside the control of The South Wolds Academy and Sixth Form.**