

## **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 that has been completed and submitted for marking by Bedford Girls' School staff, in accordance with the Awarding Body's criteria.*

BGS 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.

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. BGS 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.

BGS 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, which will allow for internal standardisation to take place following the submission of candidates' work. 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.

BGS 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. Please note that these materials will *not* include copies of other candidates' work. BGS will, having received a request for copies of materials, promptly make them available to the candidate.

Any request for copies of materials should be made in writing by either the candidate or her parent, to the Deputy Head, who will transmit the request to the subject Head of Department. The Head of Department will give the candidate the relevant material via the Deputy Head, either in hard copy or virtual format, as appropriate.

Following a candidate's review of any copies of materials provided, the candidate or her parents must decide whether or not to request a review of the marking. This request must be made by the deadline, 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 and given to the Headmistress, as Head of Centre, via her PA, Ms Bev Lewis (bev.lewis@bedfordgirlsschool.co.uk). The Headmistress or her PA will acknowledge receipt of such a request within 24 hours on a working day. If no such acknowledgement is received, the candidate or her parents should speak to the Headmistress's PA, to be sure that the initial request was received.

BGS 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 2022/23 are listed below.

BGS 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. Candidates and parents must recognise that a mark may be raised or lowered following a review of marking.

BGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

The candidate will be informed in writing of the outcome of the review of the centre's marking by the Headmistress, as Head of Centre. The outcome of this review is final as far as any internal assessment is concerned, including if the outcome of the review is to *reduce* the final mark.

The outcome of the review of the centre's marking will be made known to the Examinations Manager, who will keep a written record of such outcomes, to be made available to the awarding body.

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, either up or down. *This process is outside the control of BGS and is not covered by this procedure.*

<b>A Level</b>			
<b>Subject</b>	<b>Internal deadline for submission of centre-assessed work</b>	<b>Date by which candidate will be told mark</b>	<b>Date by which request for a Review of Marking must be made in this subject (at least 5 working days from when candidates are informed of mark)</b>
History	1st March 2023	26 <sup>th</sup> April 2023	3 <sup>rd</sup> May 2023
Design Technology	23rd March 2023	26 <sup>th</sup> April 2023	3 <sup>rd</sup> May 2023
Drama	20 <sup>th</sup> March 2023	17th April 2023	24th April 2023
EPQ	9th December 2022	21st April 2023	28th April 2023
Geography	10th Feb 2023	26th April 2023	3rd May 2023
Textiles	10th Feb 2023	6th March 2023	13th March 2023
English Literature	20th March 2023	26 <sup>th</sup> April 2023	5th May 2023
English Language	20th March 2023	26 <sup>th</sup> April 2023	5th May 2023
Art	10th Feb 2023	6th March 2023	13th March 2023
Food & Nutrition	N/A	N/A	N/A
P.E.	Internal deadline for submission will be set 2 weeks prior to notification of external moderation visit.		

<b>GCSE</b>			
<b>Subject</b>	<b>Internal deadline for submission of centre-assessed work</b>	<b>Date by which candidate will be told mark</b>	<b>Date by which request for a Review of Marking must be made in this subject (at least 5 working days from when candidates are informed of mark)</b>
Design Technology	23rd March 2023	26 <sup>th</sup> April 2023	3 <sup>rd</sup> May 2023
Drama	9th January 2023	27th February 2023	6th March 2023
English Literature	20th March 2023	24th April 2023	5th May 2023
English Language	20th March 2023	24th April 2023	5th May 2023
Textiles	10th Feb 2023	6th March 2023	13th March 2023
Art	10th Feb 2023	6th March 2023	13th March 2023
Food & Nutrition	23rd March 2023	26 <sup>th</sup> April 2023	3 <sup>rd</sup> May 2023
P.E.	Internal deadline for submission will be set 2 weeks prior to notification of external moderation visit.		

November 2022