



## Review of Marking Policy

The core principle that guides everything we do is **Putting Students First**.

### Purpose and Scope

Gordon's School is committed to ensuring that centre-assessed work is marked fairly, consistently and in accordance with awarding body specifications.

This procedure applies only to centre-assessed and centre-marked qualification components. It does not apply to externally marked examinations or awarding body post-results services.

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### Marking and Internal Moderation

Candidates' work will be marked by appropriately qualified staff who possess the necessary knowledge, understanding and skills.

The school will ensure that candidate work is authenticated in accordance with awarding body requirements and will submit all work to the School's AI and Plagiarism detection software (see the *Academic Integrity Policy* for further details).

Where multiple assessors are involved, internal moderation and standardisation procedures will be used to ensure consistency.

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### Informing Candidates of Marks

Candidates will be informed of their centre-assessed marks for relevant qualification components before marks are submitted to the awarding body.

This allows candidates to request a review of the centre's marking in accordance with this policy.

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### Access to Marked Work and Materials

Candidates may request access to relevant assessment materials within 48 hours of receiving their result to assist them in considering whether to request a review of the centre's marking including:

- Copies of marked work.
- Mark recording sheets.
- Relevant assessment criteria.

The school will make materials available promptly either through supervised access to originals or through copies where appropriate.

Access to specific materials may be restricted where awarding body regulations prohibit their release.

Candidates will normally be given at least five working days to consider these materials before deciding whether to request a review.

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## Timeframes and Deadlines

The school will publish a deadline by which review requests must be submitted.

Requests must:

- Be submitted in writing.
- State the grounds on which a review is requested.
- Be received before the published deadline.

Requests submitted after the deadline will not normally be considered unless exceptional circumstances apply and sufficient time remains before the awarding body deadline.

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## Grounds for Requesting a Review

A review may ***only*** be requested on one or more of the following grounds:

### *1. Administrative Error*

The total mark has been added up incorrectly, or the wrong mark has been transferred to the mark sheet.

### *2. Failure to Apply the Marking Criteria*

Where evidence has not been credited because part of the work has been overlooked and no academic judgement is involved.

### *3. Unreasonable Exercise of Academic Judgement*

Where marking is clearly inconsistent with the centre's established marking standards.

A review of marking is not a mechanism for obtaining a second academic opinion simply because a candidate disagrees with the original assessor's professional judgement.

Candidates ***must*** clearly identify the grounds on which they believe a marking error has occurred.

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## Review Procedure and Reviewer Requirements

The school will allow sufficient time to complete any review before marks are submitted.

Reviews will be conducted by an appropriately qualified assessor who:

- Has appropriate competence
- Has not previously assessed the candidate for that component.
- Has no personal interest in the outcome.
- Is independent of the original assessment decision.

The reviewer will determine whether the original mark is consistent with the centre's established marking standard and whether a marking error has occurred.

It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process.

The reviewer will not re-mark the work afresh. If the reviewer decides that there has been a marking error, they will indicate where the marking error has occurred and how/why the original mark is not in line with the standard applied to other candidates at the centre.

Candidates should note that the outcome of a review may result in the mark:

- Remaining unchanged.
  - Increasing.
  - Decreasing.
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## Outcomes and Communication to Candidates

The school will inform candidates in writing of the outcome of the review.

The school will explain:

- Whether the mark has remained unchanged, increased or decreased.
  - The reasons for the decision.
  - Any action arising from the review.
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## Records and Oversight by the Head of Centre

The outcome of the review will be reported to the Head of Centre.

A written record of the review will be maintained and made available to the awarding body on request.

Records relating to reviews of marking will be retained in accordance with JCQ requirements and the school's records retention schedule.

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## Final Marks Submitted to Awarding Bodies

The centre retains responsibility for the mark submitted to the awarding body.

The centre retains responsibility for the mark that is submitted to the awarding body and may choose not to adopt a reviewed mark; the Head of Centre will determine the final mark to be submitted.

The candidate will be informed of the mark to be submitted and the reasons for the decision.

Candidates should note that the outcome of a review may result in a mark remaining unchanged, increasing or decreasing, and that all submitted marks remain subject to awarding body moderation.

Once marks have been submitted, there is no further internal review process available.

Candidates may subsequently access awarding body post-results services where applicable such as a review of marking (a 're-mark').

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## Relationship to Awarding Body Moderation

Internal reviews ensure consistency of marking within the centre.

Awarding body moderation ensures that centre marking is consistent with national standards.

As a result, marks submitted by the school remain provisional until final results are issued and may be adjusted upwards or downwards following moderation.

Ms J Pierce  
Deputy Head Curriculum  
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