

Gordon's School process for reviews of marking for centre assessed marks
(GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

September 2024

- Some departments undertake Non-Examined Assessments (NEA's) as part of their GCSE, A Level or BTEC course.
- These are internally marked and then externally moderated by the public examination boards.
- Candidates will be provided with their internally awarded marks and are able request a review of this mark should they wish to.
- This flowchart outlines the process in more detail and provides candidates with an understanding of the timeframes involved.
- Please note that if a candidate does request a review of their mark, the mark may either go up or down.
- Gordon's School is not obliged to accept the outcome of a marking review and, where there is disagreement between the original marker and the reviewer, the Head of Centre will make the final decision about which result to submit to the exam board.
- Any mark submitted, reviewed or original, can still be altered by an external moderator employed by the examination board.

Teacher marks the work and returns result to candidate. Candidates are informed of the NEA review process.

Candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking **within 48 hours of receiving their result***.

The materials and copies of work will be provided to the candidate within two working days by the Head of Department.

The candidate has five days after receiving the material to request a review of their work. The candidate must inform the Exams Officer within that five days if they wish to request a review.

The Department will ensure the review is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

The reviewer will be instructed to ensure the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error*.

The student is advised of the outcome of the review within five working days. The mark may go up or down as a result of the review. The centre is not obliged to accept the result of the review. There is no right to a further appeal by the candidate following the review.

The exam board will then call a sample of the centre work for external moderation. All marks, including any reviewed by the centre, can be changed by the external moderator.

* A reviewer will be instructed to ensure the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error. The three types of marking error are:

- An administrative error
- A failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement
- An unreasonable exercise of academic judgement

Candidates **must** select at least one of these areas to support their application for a review and **explain** the way/s in which they believe the marking error has occurred.