

ST GABRIEL'S

NEWBURY

Reviews of Internal Marking - Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project Qualifications)

GUIDANCE FOR STUDENTS:

You have the opportunity to request a review of centre assessed marks before they are submitted to the exam board. Please refer to the Internal Appeals Procedure (Internal Assessment) for more details on how to do this, including any relevant deadlines.

Before requesting a review, please remember the following:

- Any review must be completed before marks are submitted to the exam board so you will need to request a review within five working days of receiving your marks. The exam board sets the submission deadlines so we are unable to make exceptions.
- St Gabriel's has an excellent record of its coursework marks being accepted by the exam boards which means that your teachers marks have usually been seen to be appropriate.
- Your teachers want what is best for you and will always mark your work as fairly as possible.
- The result of any review could be that marks are raised, lowered or remain the same. It is the mark after review which will be submitted to the exam board.
- Your request for a review must be based on assessment issue, and the guidance below helps explain this.

What is an assessment issue?

Assessment issues include the following:

- Administrative error - your marks may not have been added up correctly
- A failure to apply the marking criteria to the evidence generated by you where that failure did not involve the exercise of academic judgement – for example some of your work may have been overlooked and not assessed
- An unreasonable exercise of academic judgement - one or more of the exam criteria have not been applied appropriately

These matters are NOT assessment issues:

- Your health during the assessment. You should tell your teacher if this has been a problem, but it does not justify a review as there are other procedures to deal with this.

- Your previous marks - if you have not done as well as on previous occasions this could be due to any factors and it cannot be used as a reason to request a review.
- A feeling that you could have done better - it will not enable you to specify sections of your work that you believe have been marked incorrectly.

You should talk to your teacher immediately if you think there has been an error and they will listen to what you say and either, explain to you why you have that mark, or adjust the assessment mark if there has been an error. An error in adding up your marks would be an example of this. You can also ask to review your submission so that you can make a decision on whether you think there are grounds for a review.

If you still feel that you have been disadvantaged after speaking to your teacher/reviewing your submission, you should put your concerns in writing to Mr Smith requesting a review of marking. If you need assistance to do this please contact Mrs Anderson.