

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

### Guidance for Students:

Mrs Corkhill, Examinations Officer, has explained to you that you have the opportunity to request a review of centre assessed marks before they are submitted to the examinations board. This is important for making the assessments more accountable but it is a time-consuming process and should only be used with due consideration by candidates.

Before requesting a review, please remember the following:

- Any review must be completed before the marks are submitted to the examinations board so you will need to request a review within five working days of receiving your marks.
- St Gabriel's has an excellent record of its coursework marks being accepted by the examinations boards which means that your teachers marks have usually been seen to be appropriate.
- Your teachers want what is best for you and would 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 examinations board.
- Your request for a review must be based on **assessment issues** and the guidance below helps explain this.

### What is an assessment issue?

Assessment issues include the following:

- Your marks may not have been added correctly.
- Some of your work may have been overlooked and not assessed.
- One or more of the examination criteria have not been applied appropriately.

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.

If you still feel that you have been disadvantaged, you should put your concerns in writing to Mr Smith, Principal requesting a review of marking. If you need assistance to do this, you can talk to Mrs Corkhill.

### 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. Remember that we cannot all perform at our best all of the time.
- A feeling that you could have done better. It will not enable you to specify particular sections of your work that have been marked wrongly.

If you have any questions about this policy, or any issues relating to external examinations, please talk to Mrs Corkhill.