



REVIEW OF MARKING POLICY

centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE/GCSE non-examination assessments, Level 2/3 coursework.)

Policy Number:	80
Member of Staff Responsible for the Policy:	Matt Smith
Date on which this Policy was last reviewed:	July 2025
Date by which this Policy is to be reviewed:	July 2028
Dissemination of the Policy:	All Staff, Parents (via website), Governors

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1. Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Huntington School for dealing with appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place for inspection, that must be reviewed and updated annually, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body, inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

3. Principles relating to centre assessed marks

The head of centre/senior leader(s) at Huntington School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.



- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker).
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body (Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking).
- On being informed of their centre assessed marks, if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

4. Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Huntington School 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.
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted.
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment.
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see Deadlines below).
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised.
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be.
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below).



- Require candidates to make requests for a review of centre marking by Requests must be made in writing by emailing the Exams Manager Exams@huntington-ed.org.uk
- 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 for the submission of marks (see Deadlines below).
- Ensure that the review of marking 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. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review of the centre's marking.
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
- Ensure a written record of the review is kept and made available to the awarding body upon request.
- Ensure the awarding body is informed if the centre does not accept the outcome of a review.
- The decision of the review will be final with no further recourse. This mark will be submitted to the examination board.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates' documents (Coursework, Non-examination assessments, social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Huntington School will follow JCQ guidance by conducting an internal investigation, informing the candidate of the concerns, and providing them the opportunity to explain. If the concerns persist, the school will report the case to the relevant awarding body, ensuring all evidence is preserved



and submitted for review. The school will follow the exam board's decision on the matter, which may result in penalties depending on the findings.

If a candidate who is the subject of the decision disagrees with the decision:

The candidate needs to submit a written request (by email to the Exams Manager), setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to support the appeal. This must be done 3 days after receiving the outcome of the decision. The appellant will be informed of the outcome of the appeal **within 2 working days**.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 2 working days.
- The deadline to request a review of marking must be made within 7 calendar days.
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 5 calendar days, all before the awarding body's deadline for the submission of marks.

5. Recording the review of marking – Appendix 1

- The outcome of the review of the centre's marking will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request.
- Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
- After students' 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. This process is outside the control of Huntington school and is not covered by this procedure.



Appendix 1: Review of NEA/Coursework

Huntington School – Review of NEA/Coursework.

Student Name:	Candidate number:
Date of appeal:	Review completed:
Subject:	Specification Code:
Reviewer:	
Reviewer: I confirm I have had no involvement in the assessment of the student's work.	
Signature:	

Reason for appeal:
Reviewer: Is the student's mark consistent with the standard set by the centre. Yes / No
Reviewer commentary:
Original mark:
Reviewer mark:
Signed:
Date:

The decision of the review will be final with no further recourse. This mark will be submitted to the examination board.



Appendix 2: Review Outcome Letter

Dear Parent/Carer and Student.

Appeal of Review of Centre Assessed NEA Mark: *****

Please find the result of the review of marking for the ***** NEA component.

Centre Mark	Reviewer Mark

The review has been completed in line with the school policy: Review of marking centre assessed grades policy. The review of marking policy meets the requirements of the Joint Council of Qualification (JCQ) regulations [Notice to Centres – Review of centre marks GCE coursework, GCE and GCSE non-examination assessments - JCQ Joint Council for Qualifications](#)

The review of marking was carried out by *****. It can be confirmed ***** has had no previous involvement in the assessment of the student's work and has no personal interest in the review. The detailed review is attached to the letter.

The decision of the review is final with no further recourse. The review mark will be submitted to the awarding body. The work will be moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Huntington school.

Yours sincerely

Examination Manager