



**Reviews of marking – centre assessed marks
(GCE coursework, GCE and GCSE non-examination
assessments, Project qualifications)**

Author: P Murphy

Date of review: September 2023

Next review due: September 2024

The Laurus Trust is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Laurus Trust is committed to ensuring that work produced by students 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.

1. The Trust will ensure that students 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.
2. The Trust will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Trust will, having received a request for materials, promptly make them available to the student. This will either be the originals viewed under supervised conditions or copies.
4. The Trust will provide students with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. The Trust will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and students **must** explain on what grounds they wish to request a review.
6. The Trust will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline for the submission of marks.
7. The Trust will 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 student for the component in question and has no personal interest in the outcome of the review.

8. The Laurus Trust will instruct the reviewer to ensure that the student's mark is consistent with the standard set by the school.
9. The Laurus Trust will inform the student in writing of the outcome of the review of the school's marking.
10. The outcome of the review of the centre's marking will be made known to the head of school. A written record of the review will be kept and made available to the awarding body upon request. The school will inform the awarding body if it does not accept the outcome of a review.

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 the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

EQUALITY IMPACT STATEMENT

Names and titles of people involved with this assessment	Rachel Robinson Director of Inclusion
Title of Policy –	Marking Policy
Impact assessment carried out with regard to identified characteristics	<div>Race <input checked="" type="checkbox"/></div> <div>Disability <input checked="" type="checkbox"/></div> <div>Gender <input checked="" type="checkbox"/></div> <div>Age <input checked="" type="checkbox"/></div> <div>Religion & belief <input checked="" type="checkbox"/></div> <div>Sexual orientation <input checked="" type="checkbox"/></div> <div>SEND <input checked="" type="checkbox"/></div>
Summary of any issues/proposed changes	n/a
Date	5.10.23
Date of next review	October 2024