



Holte School

Centre Assessed Marks Policy

Lead member of staff:	Mrs K Neal – Deputy Headteacher – Curriculum
Legislation Status: (Statutory/Non-Statutory)	Statutory
Local Authority Model Policy or School Written Policy:	School Written
Required on school website :	Yes
Revision Date:	May 2022
Date Ratified By Full Governing Body:	July 2022
Signed By Chair Of Governors:	C Hardy

Reviews of marking - centre assessed marks¹

GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments. (*Please see the BTEC Assessment Policies and Non Examination Assessments Policy for reference for non-GCSE/ GCE courses*)

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Holte School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Holte 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 may request copies of materials 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.
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 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.
- will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Requests for reviews of marking **must** be made in writing. And in turn, the candidate will be informed in writing of the outcome of the review of the centre's marking.

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 candidates' 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 Holte School and is not covered by this procedure.

¹. This policy is specific to the internal marking of GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments. For Summer 2020 and 2021 cohort, please refer to additional policies that reflect the conditions in place as part of the national response to the Covid-19 pandemic. Please note that, for the assessment period Summer 2020 Centre Assessed Grades were submitted in accordance with the national guidance for all relevant pupils, year groups and qualifications. Internal moderation and Quality Assurance was applied at a whole school level to ensure no pupils were put at either advantage or disadvantage over their peers. The term Centre Assessed Grades is peculiar to this cohort and the exam board/JCQ/OFQUAL use of said terminology and should not be confused with the term Centre Assessed Marks to which this policy applies. See additional examination policies and guidance as required for summer 2020 cohort. For the assessment period Summer 2021 cohort, guidance has once again been followed to ensure all OFQUAL rules apply in relation to the Teacher Assessed Grades. The term Teacher Assessed Grades is peculiar to said cohort and the exam board/JCQ/OFQUAL use of said terminology and should not be confused with the term Centre Assessed Marks to which this policy applies. See additional examination policies and guidance as required for summer 2021 cohort.