



Burford School Centre Assessed Marks
Guidelines for students
September 2018

Reviews of Marking for centre assessed marks.

GCSE controlled assessments, GCE Coursework, GCE & GCSE non-examination assessments and BTEC & Technical Level qualifications coursework assessments

- 1) Subjects will set a deadline for submitting coursework a minimum of four weeks before submission to the exam board.
- 2) Coursework will be marked and moderated internally within the department.
- 3) Subject teachers will then share the marks awarded with students a minimum of two weeks before submission to the exam board and offer a one to one opportunity for them to discuss the grade if wanted.
Students will be made aware of the following at this point:
 - Internal moderation of marks has already taken place
 - Marks may change once submitted for moderation by the exam board
- 4) Students have the right to request an internal review of their mark if they are unhappy with it after the one to one discussion, if this is the case students must put this in writing to Mrs K Shires, Deputy Headteacher within two days of the one to one meeting.
- 5) An internal review of the marks will then take place.
 - The piece of coursework will be marked by another teacher within the department who has not previously be involved in the marking or moderation process for this student.
 - The student will be informed in writing of the outcome of the internal review before final marks are submitted to the exam board.
 - On completion of the internal review, the results of the review will be shared with the Mrs K Haig, Headteacher and Head of Centre.

Mrs K Shires, Deputy Headteacher