

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

A number of GCSE, IGCSE and GCE (A level) courses include some elements such as coursework or controlled assessments which may be assessed in two ways:

Internally - Centre assessed by the subject teacher and moderated by the department

Externally- by a moderator appointed by the awarding body.

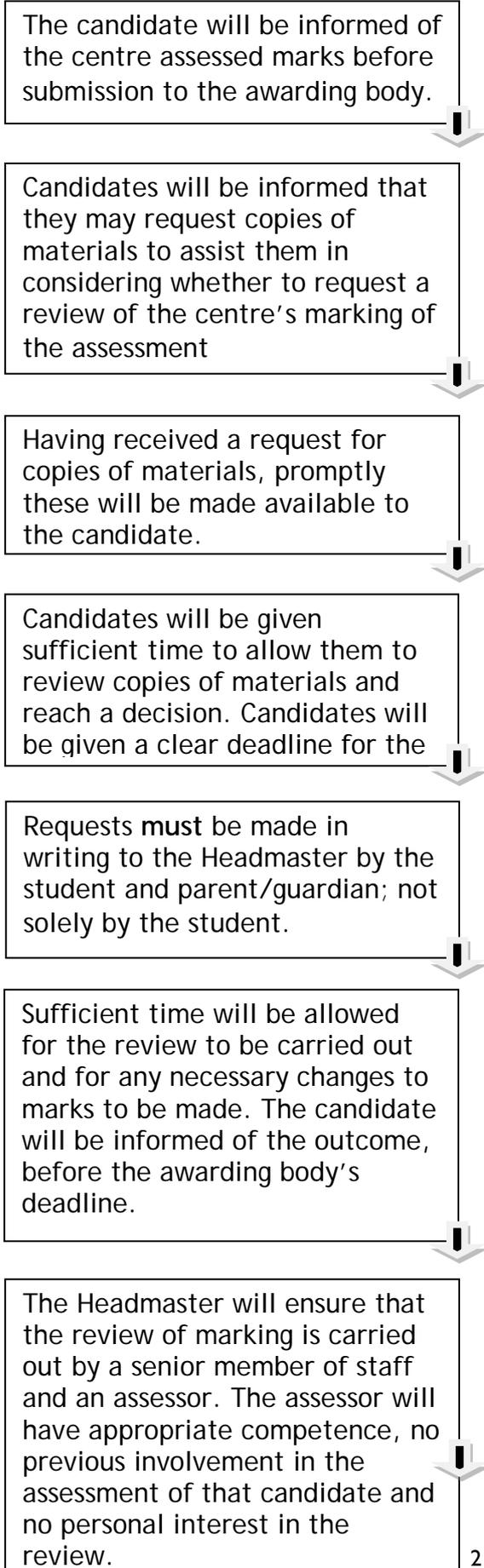
Prior Park College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

Prior Park College 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.

Prior Park College will ensure that candidates (and indirectly parents) are given a clear indication of their performance in centre assessed marks before they are submitted to the awarding body so that candidates may request a review of the centre's marking before marks are submitted to the awarding body. Candidates will be reminded that these marks are an indicator of performance and not a final mark nor a predictor of grade.

The moderation process carried out by the awarding bodies 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.**

The Review and Appeals procedure:



The senior member of staff and the reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.



The outcome of the review of the centre's marking will be made known to the Headmaster, who will inform the candidate in writing of the outcome of the review of the centre's marking.



A written record of the review will be kept and made available to the awarding body upon request.