

## **Marking of coursework, controlled assessment and other centre assessed work**

### **Information for students:**

It is a requirement that students are shown their marks for coursework, controlled assessments and non-examination assessments that are marked and moderated internally before they are submitted to the exam boards.

Assessments are conducted by staff who have the right knowledge, skills and training. Assessment of students' work is completed and authenticated according to the requirements set by the examination board.

### **Please read the outline below of the process:**

1. After the work has been marked and internally moderated you will be shown your final marks.
2. You will not be told a grade as the grade boundaries vary from year to year and are not set by the school.
3. You will be asked by your teacher to sign and date that you have received your final marks.
4. At this point, if you are not satisfied that the work has been marked in line with the examination board's mark schemes and assessment objectives, a request for a review of marking may be made. This must be in writing to the HOD. The grounds for a review of marking must relate to the application of the assessment objectives.
5. The deadline for requesting a review of marking is 3 school days after you are given your final marks.
6. The review will be carried out by an assessor of appropriate competence, such as another teacher from the department, who has had no previous involvement and has no personal interest in the outcome.
7. You will be given the result of the review in writing.
8. Please be aware that requesting a review will not result in the opportunity to add to or improve the work.
9. Please be aware that a review may result in marks being lowered.
10. Please be aware that final marks are also externally moderated by the examination board and this process may lead to mark changes. This is outside the control of CSG.