Person(s) responsible for this policy		DH (Academic), Examination Officer	
Last review by	HME	Review date	September 2026
Date of next review		September 2027	

Reviews of marking – centre assessed marks, GCE coursework, GCE and GCSE non-examined assessments

Streatham & Clapham High 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. Streatham & Clapham High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Streatham & Clapham High 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.

2. If a request is made, Streatham & Clapham High School will promptly provide copies of candidate's materials and relevant documentation to assist candidates in considering whether to request a full review.

3. Streatham & Clapham High School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.

5. Requests for reviews of marking **must** be made in writing to the Examinations officer and within the timeframe communicated by the Head of Department/Exams Officer.

6. Streatham & Clapham High School will 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.

7. Streatham & Clapham High School 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.

8. Streatham & Clapham High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The candidate will be informed in writing of the outcome of the review of the centre's marking. Candidates cannot contest this final mark, which will be submitted to the exam board.

10. The outcome of the review of the centre's marking will be made known to the head of centre. 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 Streatham & Clapham High School and is not covered by this procedure.