

# Management of GCSE and GCSE non-examination assessments Policy

## Heathcote School and Science College



<b>Approved by the Governing Board:</b>	<b>Autumn 2025</b>
---	--------------------

<b>To be reviewed:</b>	<b>Annually</b>
------------------------	-----------------

<b>Next review date:</b>	<b>Autumn 2026</b>
--------------------------	--------------------

## **Other Documentation**

This Policy should be used in reference with the following documents;

- Exams Policy
- Exams Contingency Plan
- Code of Conduct Policy
- Conflict of Interest Policy
- Safeguarding Policy
- Data Protection Policy
- Equalities Policy
- Internal Appeals Procedure
- Malpractice Policy
- Whistle-blowing Policy

## Contents

Review of Marking – centre assessed Marks .....	4
Internal Appeals .....	5
Appendix A – Timeline of Process at Heathcote School .....	6
Appendix B – Form to Request Review of Marking .....	7

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

Heathcote School and Science 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, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker.

Heathcote School and Science College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Heathcote School and Science College 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. Heathcote School and Science College will 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.
3. Heathcote School and Science College will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Heathcote School and Science College will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Heathcote School and Science College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. Heathcote School and Science College 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 for the submission of marks.
7. Heathcote School and Science College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Heathcote School and Science College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Heathcote School and Science College will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body 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 the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Internal Appeals: BTEC Qualifications**

If pupils wish to request a remark of a BTEC component, candidates must submit a request in writing to the Exams Officer citing their reason. This request must be made within 7 days of receiving their mark.

## Appendix A: Timeline of process at Heathcote (GCSE / A-Level)

When	What needs to happen
From start of course	Information about the policy is made available to candidates (on Pupil Portal / School Website)
As per curriculum plans	Candidates complete NEA
As per assessment plans	Teams mark, moderate and agree moderated marks
At least 1 month before submission deadline	<p>Moderated Marks are shared with candidates and candidates are advised of right to appeal.</p> <p>Candidates complete Google Form to confirm that they have been given their marks and to confirm the deadline for requesting a review of marking. The form clearly states that if pupils do not request a review within the timeframe, this deadline is final. Pupils who do not complete the form will be assumed to have consented to the marks given.</p>
If candidates wish to begin the process of requesting a review of marking.	Candidates are given access to materials to allow them to make a decision about whether to appeal (at least 5 working days). It is the candidate's responsibility to access materials e.g. by attending a meeting at the named time.
Before deadline above	If candidates wish to appeal, they must submit appeal in writing (using the form in Appendix B). The school will review the costs associated with a review of marking and may charge the candidate for some or all of the cost of the review e.g. paying transport costs for a teacher from another school etc.
Prior to final submission deadline	School arranges review of marking
Prior to upload to the exam board	School adjusts marks and informs candidate in writing of the decision before uploading marks to the exam board.
Following the decision	Copies of the decision are shared with the Head of Centre and the outcome can be shared with the awarding body at any time.

## Appendix B: Form to request review of marking

Heathcote School & Science College



**Request for review of marking of centre-assessed marks  
(including BTEC)**

Pupil Name:	
Subject:	
Component:	
Mark awarded by centre:	
I confirm that I have been given materials to help me make the decision to request this remark and that I have had sufficient time to review the materials.	Yes No
Following the review of the materials, I wish to request a review of marking because.....	
I understand that marks will still be moderated by the exam board and that therefore my mark may still change.	Yes No

Pupil Signature: \_\_\_\_\_

Pupil Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C: Key Dates for 2025-2026

Date	Item
5/11/2025	EXAM Board: Submission for November entries
10/11/2026	EXAM Board: Submission for January entries
24/03/2025	EXAM Board: Submission - Drama
20/04/2025	Heathcote deadline for sharing marks with pupils and beginning the internal appeals process
15/05/2026	Exam Board: Deadline for submitting centre-assessed marks (AQA, OCR, Pearson and WJEC) for June entries
31/06/2026	EXAM Board: Submission - Art