



BEACONSFIELD HIGH SCHOOL
A remarkable grammar school

CENTRE ASSESSED MARKING POLICY

Date last reviewed: February 2025

Next review date: February 2026

For review by: FGB



Context

The policy applies to GCSE and A level controlled assessments and coursework that will be internally assessed, with marks given to exam boards and used in the calculation of final GCSE and A level awards.

In conducting examinations schools are required to adhere to The Joint Council for Qualifications (JCQ) General Regulations. The 2024-25 regulations state that schools must inform candidates of their centre assessed marks as students will be allowed to request a review of the marking before marks are submitted to the awarding body.

Beaconsfield High School is working with local grammar schools to implement the new requirement and to formalise arrangements for conducting independent reviews. The policy explains how Beaconsfield High school will work collaboratively to ensure reviews are conducted fairly 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 outcome of the review.

The review is to check the application of the mark scheme and marking procedure were followed correctly. It is not a remark. As with appeals to exam boards, marks will only be changed where the original mark could not reasonably have been given or where markers have exercised their academic judgement in an unreasonable way. It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards.

When marks are submitted to exam boards they are subject to the usual exam board moderation. Exam boards have the right to alter marks at moderation and the school cannot influence the final decision of the exam board. Post exam appeal services are still available via exam boards and information regards this is available from our exams officer.

General Principles

Beaconsfield High School is committed to ensuring that candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and marking guidance.

Candidates' work will always be marked by teachers who have the appropriate knowledge, understanding and skill to mark in this fashion. Beaconsfield High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where there is more than one subject specialist teacher involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Beaconsfield High School will ensure that candidates are informed of their centre assessed marks so that they can request a review of the centre's marking before marks are submitted to the awarding body. On request, the school will direct students to copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This review checks that there was an accurate application of the mark scheme; it is not a 're-mark' of the work.

Candidates will have a suitable period of time prior to the submission deadline for marks to the exam boards to review copies of materials to allow them to decide whether to request a review of the assessment mark. Requests for reviews of marking must be made using the 'Request for Review of Centre Assessed Marking' form and handed to the exams officer before 2pm on the deadline day.

Beaconsfield 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.

Beaconsfield 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. The assessor will in the vast majority of cases be an appropriate subject specialist from another local grammar school. Marking review requests made by students at Beaconsfield High School will be carried out by subject specialists at Buckinghamshire grammar schools to ensure the review is carried out independently and fairly.

Beaconsfield High School will request that the reviewer ensures that the candidate's mark is consistent with a reasonable interpretation of the awarding body's mark scheme. The candidate will be informed in writing of the outcome of the review of the centre's marking.

Beaconsfield High will record the outcome of the review of the centre's marking and it will be made known to the Headteacher. 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 changes in the marks awarded. This process is outside the control of Beaconsfield High School and is not covered by this procedure.

Timescales

Exam board deadlines are as follows:

7th May 2025 – final deadline for boards to receive GCSE internally assessed marks, except for Art & Design, Music and PE

15th May -final deadline for board to receive A level internally assessed marks, including Food and except for Art & Design and PE

31st May - final deadline for board to receive GCSE and A level internally assessed marks for Art & Design and GCSE and A level PE

1st June – final deadline for marks for Unit 1 external assessment for A level Food

All Subjects at A-Level & GCSE <i>(with the exception of GCSE Dance, GCSE Music, GCSE and A Level Food and GCSE and A level PE)</i>	Deadline
Teachers to input raw marks to SIMs so students & parents can be formally notified of marks.	Wed 23 April 2025
Teachers to notify students informally within departments/lessons.	Fri 25 April 2025
Student deadline to request a review of centre-marked assessment marks.	Mon 28 april 2025
Teacher deadline for completion of reviews*	Fri 2 May 2025

*Date may move as dependent on completion of reviews by external examiners

GCSE Dance	Deadline
Teachers to input raw marks to SIMs so students & parents can be formally notified of marks.	Mon 21 Apr 2025
Teachers to notify students informally within departments/lessons.	Tue 22 Apr 2025
Student deadline to request a review of centre-marked assessment marks.	Fri 25 Apr 2025
Teacher deadline for completion of reviews.	Fri 2 May 2025

GCSE Music	Deadline
Teachers to input raw marks to SIMs so students & parents can be formally notified of marks.	Mon 28 Apr 2025
Teachers to notify students informally within departments/lessons.	Tue 29 April 2025
Student deadline to request a review of centre-marked assessment marks.	Fri 2 May 2025
Teacher deadline for completion of reviews.	Fri 9 May 2025

GCSE PE	Deadline
Teachers to input raw marks to SIMs so students & parents can be formally notified of marks.	Fri 7 March 2025
Teachers to notify students informally within departments/lessons.	Mon 10 March
Student deadline to request a review of centre-marked assessment marks.	Wed 12 March
Marks locked with AQA for moderation.	
Teacher deadline for completion of reviews.	Fri 14 March

A level PE - TBC	Deadline
Teachers to input raw marks to SIMs so students & parents can be formally notified of marks.	
Teachers to notify students informally within departments/lessons.	
Student deadline to request a review of centre-marked assessment marks.	
Marks locked with AQA for moderation.	
Teacher deadline for completion of reviews.	

Extended Project	Deadline
Teachers start inputting raw marks to SIMs so students & parents can be formally notified of marks.	Fri 5 September 2025
Students/parents receive raw marks	Fri 12 September 2025
Student deadline to request a review of centre-marked assessment marks.	Wed 17 September 2025
Teacher deadline for completion of reviews.	Fri 26 September 2025

--	--

Fee for Review

In line with exam board fees for additional services, it will be necessary to levy a charge of £50 to carry out marking reviews. The reviews will be conducted by a qualified external party, whom will require payment for their service.

If a student is concerned at the mark they have been awarded for a piece of coursework or controlled assessment, we strongly recommend they speak first to their teacher or the Head of Department for clarification before requesting a review.

A copy of the policy together with a “Request for Review” form will be available on the school’s website.