

## Centre Assessed Marks

Certain components of GCSE and GCE qualifications (legacy GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Bolton Sixth Form 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.

Bolton Sixth Form College ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bolton Sixth Form 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.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

**The following deadlines are different for Art Subjects – if you are studying an Art subject please speak to the Head of Art for your deadlines.**

***Candidates must submit their work for marking before 5<sup>th</sup> April in order to have the option of an appeal.***

**Please note that once coursework has been submitted for marking no further alterations, amendments or additions can be made.**

1. Bolton Sixth Form 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. If a candidate wishes to have the option of making an appeal against the centre's marking, work must be handed into the subject teacher by 4 pm on **5<sup>th</sup> April**. The candidate will be informed of their mark by **27<sup>th</sup> April**.

**A candidate loses their right to appeal if their work is handed in after 4 pm on the 5<sup>th</sup> April.**

**Candidates who wish to continue to work on and improve their internally assessed coursework may do so up to 4 pm on the 4<sup>th</sup> May.**

2. Bolton Sixth Form College will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Bolton Sixth Form College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Requests for reviews of marking **must** be made prior to 4 pm on the **4<sup>th</sup> May** by completing the **internal appeals form** (available from Student Information).
5. There will be a fee of £60.00 which will need to be paid in full on submission of the internal appeals form. Payment to be made at Student Information.
6. Bolton Sixth Form 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.
7. Bolton Sixth Form College 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. Bolton Sixth Form College 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.

The outcome of the review of the centre's 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 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 line with

national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional

In order for the candidate to have the opportunity to request a review of marking the following timescale must be followed to ensure the candidates marks are submitted to the board by the external deadline.

Submission date with option of an appeal	by 4 pm on 5 <sup>th</sup> April
Mark to be released to the candidate	27 <sup>th</sup> April
Request for review of marking	by 4 pm on 4 <sup>th</sup> May
Final submission date without option of appeal	by 4 pm on 4 <sup>th</sup> May

**A candidate loses their right to appeal if their work is handed in after 4 pm on 5<sup>th</sup> April.**