

## Reviews of marking - centre assessed marks

Reviewed by Bryan Whittaker, Examinations Officer  
Reviewed: June 2021                      Next review: June 2022

### Information for candidates

DLD is committed to ensuring that whenever its staff mark candidates' examination work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Your work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. DLD 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 standardisation will ensure consistency of marking.

You will be given a clear deadline to submit your coursework. If you submit your coursework after the deadline you will not be able to ask for a review of marking. Deadlines will vary from subject to subject so please make sure you are working to the correct deadline. If in doubt please check with your subject tutor.

You will be informed of your centre assessed marks and you may request a review of the marking **before** marks are submitted to the awarding body. You will have one week by which you may request a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing to the subject tutor and must set out the reason for your concern.

You may request copies of materials to assist you in considering whether to request a review of DLD's marking of the assessment. These may include the awarding body mark scheme and a copy of your work. The requested materials will be made available to you as soon as possible. You will be given sufficient time in order to allow you to review copies of materials and reach a decision.

DLD will ensure that the review of marking is carried out by a person who has appropriate competence, has had no previous involvement in the assessment of your work and has no personal interest in the review. DLD will instruct the reviewer to ensure that the mark is consistent with the standard set by the centre.

You must be aware that your mark can go up, remain the same or go down following the review. You will be informed in writing of the outcome of the review of 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.