

Internal review of marking of centre marks for GCE and GCSE non-examination assessments Policy 2025-2026



Fullbrook 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. Fullbrook 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.

It is the responsibility of the Head of Faculty to provide the Exams Office and Head of Centre with a timeline to include student deadlines, moderation dates, release of marks to students, review and outcome dates.

1. Fullbrook will ensure that candidates are informed in writing of their centre assessed marks (not grades, as boundaries have not been established) so that they may request a review of the centre's marking before marks are submitted to the awarding body. The Exams Office will send students their centre assessed marks for each subject by email to their school email address. The deadline for a written request for a review of marking is 5 days from receipt of the centre assessed mark(s). Each Exam board may have a different deadline.
2. Fullbrook will issue a copy of the mark scheme to candidates with their centre assessed mark(s), to assist them in considering whether to request a review of the centre's marking of the assessment. Students may also speak to their subject teacher following the issue of marks if they require any additional materials to assist them in considering whether to request a review of the centre's marking, such as; marked assessment material, personalised marking grids or breakdown of marks. Additional information may be viewed under supervised conditions.
3. Fullbrook 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 (by completing the form 8.1 'request form for an internal review of centre marks') by students, together with written confirmation by parents/carers within 5 calendar days of receiving mark(s). The administrative cost of a review of marking is £25, which is **payable at the time of requesting the review**.
4. Fullbrook will allow sufficient time (5 working days where possible) for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.
5. Fullbrook 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.
6. Fullbrook will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. Fullbrook will inform the candidate in writing (by email) of the outcome of the review of the centre's marking.

8. 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.

Following the submission of centre assessed marks to exam boards, the external 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.

This policy will be reviewed annually. Date of next review is September 2026
A copy of the associated form is viewable on the next page.

8.1 - Request form: Internal review of centre assessed marks for GCE and GCSE non-examination assessments 2025-2026



Review of Marking

A review of marking is to ensure that the mark scheme/criteria has been applied correctly and that the candidate's mark is consistent with the centre's marking standard.

The student's and parent's/carer's signatures are required as marks can go up, down or remain the same. The administrative fee is £25, which is payable at the time of requesting the review (by cash, cheque made payable to 'Fullbrook', or BACS). The outcome of the review will go directly to the Exams Office. The Exams Office will notify the student directly by email.

FOR CENTRE USE ONLY	
Date received	

If you wish to request a review of centre assessed marks, please complete all sections of the form.

Review of marking – centre assessed marks Deadline: 5 days from receipt of mark(s) By the date specified on the student's 'Centre Assessed Marks' email for each subject			
Student Name			
Candidate (exam) Number			
Email address <i>(for communicating information / outcome specific to this review request if different to student school email)</i>			
Exam Board(s)			
Subject(s)			
Component code(s)			
Grounds for requesting a review of marking of centre assessed marks. <i>(If necessary, please continue on an additional page if this form is being completed electronically, or overleaf if hard copy is being completed)</i>			
Fee enclosed		Payment Method	
Student Signature		Date	
Parent/carer Signature		Date	

This form must be signed, dated and returned to the exams office (exams@fullbrook.surrey.sch.uk) to the timescale indicated.