Great Marlow School

HEADTEACHER: Mr K Ford

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Parents, Carers and Students

Great Marlow School is required to adhere to the Joint Council for Qualifications (JCQ) General Regulations for all examined and non-examined assessment. For the academic year 2021/ 22, this states that:

Schools must inform candidates of their centre assessed marks for non- examined assessment (NEA) as students will be allowed to request a review of the marking before marks are submitted to the awarding body. This is not a remark, but a review of the process to ensure that the mark scheme and procedure related to marking have been adhered to correctly.

Students will be told the mark that they have been awarded for any work that contributes towards a final public examination grade and that has been marked by GMS staff (an internal assessment). The mark will have been awarded in accordance with JCQ guidance. The latest dates that students will be notified of these marks are in the tables at the end of this letter. **If a student is absent on the day the marks are given out they will be emailed the mark by their class teacher.**

Students have the right to request a review of a given mark if they feel that the marking criteria or procedures have not been correctly applied. Please make sure that you read the Internal Appeals Policy under the '**Post result service**' tab relating to internal assessment decision' carefully, as this outlines the process that a student must follow if they decide to request an internal review. If a student is concerned about a mark, we recommend that they speak to the Head of Department about this first.

If a student, following discussion with the Head of Department, would still like to consider a review of the marking, they need to:

1. Email exams@gms.bucks.sch.uk to request copies of the relevant marked work – deadlines for requesting this material are in the following tables.
2. Students can use this marked work to decide if they still want to request an actual review of the marking. If so, they must complete the relevant form (on our website -> Examinations Information -> under the '**Post result service**' tab) by the deadlines outlined in the following tables**.**

Emails or forms received after the deadlines published in the tables will not be processed.

Prior to submitting a request for an internal review, a student should consider the following:

- **Marks can be adjusted up, down or remain the same at any point of the internal review process.**
- The mark is still subject to an external review by the awarding body. This means that marks can be adjusted up, down or remain the same at any point in this external moderation process also. Moderation by the awarding body ensures that centre marking is in line with national standards.

A level subjects: timescales for the review process

A level Subject	Deadline for student to be notified of centre marked assessed mark	Deadline for student to request marked materials	Deadline for student to submit form to request an internal review	If a review is requested, deadline for GMS to communicate outcome to student	A level Subject
Art	Tues 10th May	Thurs 12th May	Tues 24th May	Fri 27th May	**Art**
Computer Science	Wed 27th April	Fri 29th April	Wed 11th May	Fri 13th May	**Computer Science**
Drama	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Drama**
English Literature	already notified	Mon 28th March	Thurs 7th April	Tues 26th April	**English Literature**
Fashion and Textiles	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Fashion and Textiles**
Geography	Fri 8th April	Tues 26th April	Mon 9th May	Thurs 12th May	**Geography**
History	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**History**
Media Studies	Fri 8th April	Tues 26th April	Mon 9th May	Thurs 12th May	**Media Studies**
Physical Education	Fri 25th March	Tues 29th March	Fri 8th April	Wed 27th April	**Physical Education**
Product Design	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Product Design**

GCSE subjects: timescales for the review process

GCSE Subject	Deadline for student to be notified of centre marked assessed mark	Deadline for student to request marked materials	Deadline for student to submit form to request an internal review	If a review is requested, deadline for GMS to communicate outcome to student	GCSE Subject
Art	Tues 10th May	Thurs 12th May	Tues 24th May	Fri 27th May	**Art**
Drama	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Drama**
English Language	already notified	Mon 28th March	Thurs 7th April	Tues 26th April	**English Language**
Food Preparation & Nutrition	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Food Preparation & Nutrition**
Information Technology	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Information Technology**
Media Studies	Mon 4th April	Wed 6th April	Tues 3rd May	Fri 6th May	**Media Studies**
Music	Wed 6th April	Fri 8th April	Fri 29th April	Wed 4th May	**Music**
Physical Education	Fri 25th March	Tues 29th March	Fri 8th April	Wed 27th April	**Physical Education**
Design Technology (Resistant materials, Graphics and Textiles)	Mon 25th April	Wed 27th April	Tues 10th May	Fri 13th May	**Design Technology (Resistant materials, Graphics and Textiles)**
GCSE Subject					

Kind regards
Great Marlow School