

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 2022 / 23, 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.

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 relating to internal assessment decisions' carefully, as this outlines the process that a student must follow if they decide to request an internal review. This can be found on the website under Examinations Information – Post-Results Services. 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 (again, on our website under Examinations Information – Post-Results Services) 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.

Key Stage 5 subjects: timescales for the review process

Subjects	GMS deadline for student to be notified of centre-assessed marks	Student deadline for requesting marked materials	GMS deadline for providing marked materials	Student deadline for submitting form to request an internal review	GMS deadline for communicating to student the outcome of any internal review
Art	Tues 9 May	Thurs 11 May	Tues 16 May	Tues 23 May	Fri 26 May
Childcare and Education (CACHE)	Tues 2 May	Thurs 4 May	Wed 10 May	Wed 17 May	Mon 22 May
Computer Science	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Creative Digital Media Production (BTEC)	Fri 28 April	Wed 3 May	Tues 9 May	Tues 16 May	Fri 19 May
D&T - Fashion and Textiles	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
D&T - Product Design	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Drama	already notified	Fri 3 March	Wed 8 March	Wed 15 March	Mon 20 March
English Literature	Fri 31 March	Tues 18 April	Fri 21 April	Fri 28 April	Thurs 4 May
Geography	Wed 1 March	Fri 3 March	Wed 8 March	Wed 15 March	Mon 20 March
History	Fri 21 April	Tues 25 April	Fri 28 April	Tues 9 May	Fri 12 May
Media Studies	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Physical Education	Tues 14 March	Thurs 16 March	Tues 21 March	Tues 28 March	Fri 31 March
Public Services (BTEC)	Fri 16 June	Tues 20 June	Fri 23 June	Fri 30 June	Wed 5 July
Sport (BTEC)	Fri 16 June	Tues 20 June	Fri 23 June	Fri 30 June	Wed 5 July
Travel & Tourism (BTEC)	Fri 16 June	Tues 20 June	Fri 23 June	Fri 30 June	Wed 5 July

Key Stage 4 subjects: timescales for the review process

Subjects	GMS deadline for student to be notified of centre-assessed marks	Student deadline for requesting marked materials	GMS deadline for providing marked materials	Student deadline for submitting form to request an internal review	GMS deadline for communicating to student the outcome of any internal review
Art	Tues 9 May	Thurs 11 May	Tues 16 May	Tues 23 May	Fri 26 May
Child Development (Cambridge National)	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Design & Technology	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Drama	already notified	Fri 3 March	Wed 8 March	Wed 15 March	Mon 20 March
Food Preparation & Nutrition	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Hospitality & Catering (Vocational Award)	Mon 17 April	Wed 19 April	Mon 24 April	Tues 2 May	Fri 5 May
Information Technology (Cambridge National)	Mon 24 April	Wed 26 April	Tues 2 May	Wed 10 May	Mon 15 May
Media Studies	Mon 17 April	Wed 19 April	Mon 24 April	Tues 2 May	Fri 5 May
Music	Mon 17 April	Wed 19 April	Mon 24 April	Tues 2 May	Fri 5 May
Physical Education	Tues 14 March	Thurs 16 March	Tues 21 March	Tues 28 March	Fri 31 March