



Great Marlow School

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EXECUTIVE HEADTEACHER

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HEAD OF SCHOOL

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1st February 2024

Dear 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 2023 / 24, 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 re-mark, 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 accompanying '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. A copy is 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 (from their GMS student account) 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 they do wish to request a review of marking, 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 7 May	Thurs 9 May	Tues 14 May	Tues 21 May	Fri 24 May
Creative Digital Media Production (BTEC)	Fri 26 April	Tues 30 April	Fri 3 May	Mon 13 May	Thurs 16 May
D&T - Fashion and Textiles	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
D&T - Product Design	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
Drama	already notified	Mon 5 Feb	Thurs 8 Feb	Thurs 22 Feb	Tues 27 Feb
English Language & Literature	Thurs 28 March	Tues 16 April	Fri 19 April	Fri 26 April	Wed 1 May
English Literature	Thurs 28 March	Tues 16 April	Fri 19 April	Fri 26 April	Wed 1 May
Geography	already notified	Mon 5 Feb	Thurs 8 Feb	Thurs 22 Feb	Tues 27 Feb
History	Fri 19 April	Tues 23 April	Fri 26 April	Fri 3 May	Thurs 9 May
Media Studies	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
Physical Education	Tues 27 Feb	Thurs 29 Feb	Tues 5 March	Tues 12 March	Fri 15 March
Sport (BTEC)	Tues 18 June	Thurs 20 June	Tues 25 June	Tues 2 July	Fri 5 July
Travel & Tourism (BTEC)	Tues 18 June	Thurs 20 June	Tues 25 June	Tues 2 July	Fri 5 July
Uniformed Protective Services (BTEC)	Tues 18 June	Thurs 20 June	Tues 25 June	Tues 2 July	Fri 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 7 May	Thurs 9 May	Tues 14 May	Tues 21 May	Fri 24 May
Child Development (Cambridge National)	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
Design & Tech	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
Drama	already notified	Mon 5 Feb	Thurs 8 Feb	Thurs 22 Feb	Tues 27 Feb
English Language	Tues 19 March	Thurs 21 March	Tues 26 March	Wed 17 April	Mon 22 April
Food Preparation & Nutrition	Thurs 25 April	Mon 29 April	Thurs 2 May	Fri 10 May	Wed 15 May
Hospitality & Catering (Vocational Award)	Tues 16 April	Thurs 18 April	Tues 23 April	Tues 30 April	Fri 3 May
Media Studies	Wed 17 April	Fri 19 April	Wed 24 April	Wed 1 May	Tues 7 May
Music	Thurs 28 March	Tues 16 April	Fri 19 April	Fri 26 April	Wed 1 May
Physical Education	Tues 27 Feb	Thurs 29 Feb	Tues 5 March	Tues 12 March	Fri 15 March

Should you have any questions, please contact our Exams Officer, Mrs Smith, on exams@gms.bucks.sch.uk.

Kind regards,

Louise Fletcher
Assistant Headteacher