

English Language, English Literature, Geography, History and the written elements of Film and Media Studies, PE and Drama

How we mark, standardise and moderate your work

We are committed to ensuring that whenever 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. We are 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.

STAGE 1: PRE-STANDARDISATION: Teachers mark model coursework answers from each level and meet to ensure all mark the coursework to a consistent standard.



STAGE 2: Teachers begin marking coursework scripts using the generic exam board coursework mark scheme.



STAGE 3: STANDARDISATION: Teachers meet after marking a sample of scripts. They cross-mark scripts from each level to ensure all are agreed on the standard required to achieve each level. Teachers must change their marks and re-mark any scripts accordingly if their marking does not meet the agreed standard.



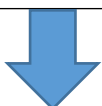
STAGE 4: Staff mark the rest of the coursework scripts.



STAGE 5: MODERATION: Staff meet and cross-mark a sample of each other's scripts. Examples of scripts marked by each teacher at each level, plus borderline scripts, are cross-marked and if there is any disagreement over the final mark, this is discussed by all to ensure each script has been marked to the same standard. Marks are then changed (if required), and teachers must re-mark all scripts to ensure consistency across all candidates.



STAGE 6: MARKS ARE UPLOADED TO THE PORTAL: Students are informed of their marks for the coursework unit by email.



STAGE 7: EXTERNAL MODERATION: Coursework marks are submitted to the exam board and coursework scripts are then checked by an external moderator.

Note that the external moderator might change the centre's marks and their decision is final.

NB: With **Media Studies and Film Studies**, all of the creative components e.g. videos, printed materials such as magazine covers and pages etc. are marked by the whole team collectively. So stage 2, 3 and 4 happen with a team of staff. Again, exam board generic mark schemes are used and marks are adjusted as they go, to ensure consistency across all candidates. Stage 6 and 7 are as outlined above.