

Centre review of marks process and timescales for 2023-24

The following applies to the internally assessed coursework elements of the subjects outlined below.

Humanities	Creative	Maths & Science	Other
English Language	Drama	Computer Science	EPQ
English Lang. & Lit.	Film Studies	Geography	
English Literature	Fine Art	Biology practical endorsement	
GCSE English spoken endorsement	Graphic Communication	Chemistry practical endorsement	
History	Media Studies	Physics practical endorsement	
	Photography		
	Physical Education		
	3D Design		

For the subjects listed above, the following process is in place for allowing students the opportunity to request a centre review of marking for internally assessed work in the summer term 2024. A **review of marking** is where a different teacher(s) not involved in the original marking of your work, reviews the work to make sure the agreed mark scheme has been applied correctly.

- For each subject a student undertakes a coursework unit, they will be informed about how this work is marked, standardised and moderated by their teachers. This will be done at the start of the coursework process. They will also be informed about where to get more information about our centre review of marking process should this be needed.
- Each candidate will be informed of their mark(s) for centre assessed work (see dates in the table below).
- Students may request copies of materials that will assist them in considering whether a review of marking is appropriate. All subjects will have appropriate mark schemes and specifications on their portal sites to assist students in this decision making process. We would strongly advise that where possible, a student speaks to their class teacher to help them understand why the mark was awarded prior to submitting a review of marking request.
- Students will be provided with a 48 hour window to review their work and appropriate mark schemes to make a decision whether the mark scheme has been applied appropriately (see dates in the tables below).
- Students must complete the 'Internal Appeals Procedures' form in full outlining **why they believe the mark scheme has not been applied appropriately** and send it to the Examinations Officer at internalappeals@esher.ac.uk.
- Students must pay £40 for their review of marking through the college payment system within the same 48 hours. Your appeal will not be processed if payment has not been made.
- A review of marking will be carried out within departments. Where possible, a member of staff within the department who has not previously marked the candidates work will conduct the review. Where this is not possible, support from a third party will be sought.
- The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre and **the mark may either stay the same, move up or go down** depending on the outcome of the review.

- The Examinations Officer will inform the candidate promptly in writing of the outcome of the centre's review of marking before marks are submitted to the exam board.
- There is no right to appeal this review of marking once complete.

IT IS IMPORTANT TO NOTE THAT MARKS CAN STILL BE ADJUSTED BY THE EXAMINATION BOARD DURING THEIR MODERATION PROCESS AFTER MARKS HAVE BEEN SUBMITTED BY THE COLLEGE.

Timescales to request a review of marking for different subjects:

Timescales for Physical Education

Date	Action
Tuesday 5th March (am)	Marks uploaded by staff to the review of marking portal site.
Tuesday 5th March (pm)	Internal assessed marks released to students.
Wednesday 6th March - Thursday 7th March	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations officer at internalappeals@esher.ac.uk
Thursday 7th March	Requests collated by the Examinations officer and sent to HoDs for action.
Friday 8th March – Monday 11th March	Departments carry out reviews of marking.
Tuesday 12th March	HoD to inform the Examinations officer of the outcome of all reviews of marking at internalappeals@esher.ac.uk
Wednesday 13th March	Students informed by email of their marks following the review of marking by the Examinations officer.
By Friday 15th March	HoDs to submit marks to the exam board.

Timescale for Computer Science, English Language, English Literature, History, Geography, Media, Film, PE, Drama, Science practical endorsements, GCSE English practical endorsement and the Extended Project Qualification (EPQ)

Date	Action
By Wednesday 1 st May (am)	Marks uploaded by staff to the review of marking portal site.
Wednesday 1 st May (pm)	Internal assessed marks released to students.
Thursday 2 nd and Friday 3 rd May	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations officer at internalappeals@esher.ac.uk
Tuesday 7 th May	Requests collated by the Examinations officer and sent to HoDs or EPQ coordinator for action.
Wednesday 8 th May – Thursday 9 th May	Departments carry out reviews of marking.
Friday 10 th May	HoDs or EPQ coordinator to inform the Examinations officer of the outcome of all reviews of marking at internalappeals@esher.ac.uk
Monday 13 th May	Students informed by email of their marks following the review of marking by the Examinations officer.
By Wednesday 15 th May	HoDs or EPQ coordinator to submit marks to the exam board.

Timescales for Photography, 3D Design, Graphic Design, Fine Art and Fashion

Date	Action
By Thursday 16 th May (am)	Marks uploaded by staff to the review of marking portal site.
16 th May (pm)	Internally assessed coursework and exam marks released to students.
Friday 17 th - Monday 20 th May	Students can request in writing a review of their mark in both coursework and exam units and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations Officer at internalappeals@esher.ac.uk
Tuesday 21 st May	Requests collated by the Examinations officer and sent to HoDs for action.
Wednesday 22 nd - Thursday 23 rd May	Teachers carry out reviews of marking.
Friday 24 th May (am)	HoD to inform the Examinations Officer of the outcome of all reviews of marking at internalappeals@esher.ac.uk
Friday 24 th May (pm)	Students informed by email of their marks following the review of marking by the Examinations Officer.
By the 31 st May	HoDs submit marks to the exam board.