Reviews of marking for centre assessed marks 2026-2027
(GCE and GCSE non-examination assessments and Project qualifications)

To be reviewed by Mrs Stokes in October 2027

Loreto Grammar School is committed to ensuring that whenever its 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, who have been trained in this activity and do not have any potential conflicts of interest.

Loreto Grammar School is 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 consistent marking.

1. Loreto Grammar School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Loreto Grammar School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This request must be made in writing via email to our exams officer (exams@loretogrammar.co.uk). There will be an administrative charge for this which will be confirmed by Mrs Stokes when candidates are informed of their marks.

3. Loreto Grammar School will, having received a request for copies of materials, promptly make them available to the candidate. This will take place under supervised conditions and candidates will not be able to remove the marked material from the room or make copies of it.

4. Loreto Grammar School will provide candidates with sufficient time, normally at least 5 working days, to allow them to review copies of materials and reach a decision.

5. Loreto Grammar School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review. Requests must be made via email to exams@loretogrammar.co.uk, using the reviews and appeals form. There will be a charge for this, which will be confirmed by Mrs Stokes when candidates are informed of their marks.

6. Loreto Grammar School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.

7. Loreto Grammar School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in outcome of the review.

8. Loreto Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. Loreto Grammar School will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.