

## Reviews of marking – centre assessed marks for GCSE non-examination assessments (NEAs)

Bexley 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. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker. Bexley Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Bexley 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. Bexley Grammar School will inform candidates that they may request copies of materials (namely a copy of their marked assessment and the mark scheme or assessment criteria) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Bexley Grammar School will, having received a request for materials, promptly make them available to the candidate.
4. Bexley Grammar School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Bexley 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. The grounds must relate to the quality of the work submitted.
6. Bexley 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. Bexley Grammar School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Bexley Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Bexley 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 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 body 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 the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Timescales and deadline for 2025**

The following deadlines apply to all GCSE NEAs with the exception of GCSE Art / Textiles.

In the cases of both GCSE PE and Drama, a visiting external assessor attends the school which requires a bespoke date for NEA submissions.

<b>GCSE (with the exception of Art, Textiles, PE, Drama)</b>	<b>AQA</b>	<b>OCR</b>	<b>EDEXCEL</b>
Marks to be issued to students	1 MAY	1 MAY	1 MAY
Deadline for response from students	8 MAY	8 MAY	8 MAY
Deadline for outcome of appeal	14 MAY	14 MAY	14 MAY
Deadline for marks to be submitted to boards	15 MAY	15 MAY	15 MAY

In the case of the GCSE Art/Textiles the timescale and deadlines for 2025 are below.

<b>GCSE</b>	<b>Portfolio NEA Component 1</b>	<b>Art/Textiles NEA Component 2</b>
Art/Textiles Exams taking place over 2 days	N/A	20-21 APRIL
Marks to be issued to students	17 APRIL	8 MAY
Deadline for response from students	24 APRIL	15 MAY
Deadline for outcome of appeal	1 MAY	20 MAY
Deadline for marks to be submitted to the board	31 MAY	31 MAY

In the case of the GCSE PE NEA, the timescale and deadlines for 2025 are below.

<b>GCSE</b>	<b>AQA</b>
Marks to be issued to students	11 MARCH*
Deadline for response from students	16 MARCH*
Deadline for outcome of appeal	17 MARCH*
Deadline for marks to be submitted to boards	20 MARCH*

In the case of the Drama NEA, the timescale and deadlines for 2025 are below.

<b>GCSE</b>	<b>AQA</b>
Marks to be issued to students	28 APRIL*
Deadline for response from students	2 MAY*
Deadline for outcome of appeal	7 MAY*
Deadline for marks to be submitted to boards	7 MAY*

(\* TBC following final confirmation of external moderator visiting dates)