

Centre Assessed Marks – Information for candidates

The following information applies to all internally assessed marks for GCSE controlled assessments, GCSE non-examination assessments and coursework for Cambridge National qualifications.

Ridgewood High School is committed to ensuring that the marking of candidates' work is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

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.

If you have a query regarding the mark awarded for your work, in the first instance please speak to your subject teacher who will be able to provide you with information and materials to help you decide whether you would like to formally request a review of marking.

If you do feel you would like to request a review of your mark, please notify the **Faculty Leader** in writing **prior to the awarding body's published mark submission date for the subject**. Please note that requests made after this time will **not** be accepted.

A review of marking will then be completed, and you will be informed of the outcome in writing before the published deadline for the submission of your final mark to the Awarding Body.

Please note that 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 in line with national standards. **The mark submitted to the awarding body is subject to change and should therefore be considered provisional.**