

# Fine Arts College

## Internally Marked Assessments and Reviews of Marking

### Coursework/Controlled Assessment and Non-Exam Assessment (NEA) GCSE/GCE

Dear Student/Parent

You have undertaken coursework, a controlled assessment or other non-examined assessment (NEA) as a part of a GCSE or A Level course. The subject teacher will mark this work and your mark will then be sent to the appropriate examination boards. The examination board will review the mark, which will then go towards determining your final subject grade.

If you have reason to believe that your work has not been marked correctly then you will have an opportunity to request an internal review before marks are sent to the examination board.

Before requesting a review you will have an opportunity to examine all the material related to marking (e.g. your own work, the mark scheme).

If, after examining these materials, you request a review and your request is accepted, then your work will be re-marked by an independent marker. This may be another of the tutors in the subject here at Fine Arts College. If there is only one tutor in the subject here, the work and the marking will be reviewed by a subject tutor at one of our sister colleges within the Dukes Education group.

Your mark may increase, decrease or stay the same as the result of a review, but that mark will be final (i.e. you cannot go back to your original mark or request a further review).

You may like to discuss this matter with a parent or carer before proceeding with a request to review. After examining all of the available materials, you must complete a **Centre Assessed Mark Review Request Form**, giving full details of why you feel your mark is incorrect and return the form to [mail@hampsteadfinearts.com](mailto:mail@hampsteadfinearts.com).

The form must be returned by the deadline see attached list of deadlines for review requests in each subject. You will be notified in writing of the outcome and your final mark will then be sent to the examination board.

## DEADLINES 2019

<b>A LEVEL SUBJECTS</b>	<b>Deadline for Students to submit work</b>	<b>Tutors to tell students their marks by</b>	<b>Deadline for submitting Centre Assessed Mark Review Request Form</b>	<b>LATEST DATE FOR SUBMISSION TO BOARDS</b>
FINE ART GRAPHICS PHOTOGRAPHY TEXTILES	Allocated by tutor	Thursday 16 <sup>th</sup> May	Tuesday 21 <sup>st</sup> May	Friday 24 <sup>th</sup> May
ENGLISH	Wednesday 27 <sup>th</sup> March	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May
HISTORY	Friday 26 <sup>th</sup> April	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May
FILM	Thursday 25 <sup>th</sup> April	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May
GEOGRAPHY	Wednesday 27 <sup>th</sup> March	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May
MEDIA CIE	Wednesday 27 <sup>th</sup> March	Thursday 18 <sup>th</sup> April	Tuesday 23 <sup>rd</sup> April	Tuesday 30 <sup>th</sup> April
DRAMA	Allocated by tutor	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May

<b>GCSE SUBJECTS</b>	<b>Deadline for Students to submit work</b>	<b>Tutors to tell students their marks by</b>	<b>Deadline for submitting Centre Assessed Mark Review Request Form</b>	<b>LATEST DATE FOR SUBMISSION TO BOARDS</b>
FINE ART PHOTOGRAPHY	Allocated by tutor	Friday 7 <sup>th</sup> June	Thursday 13 <sup>th</sup> June	2 days before moderation
MUSIC	Thursday 28 <sup>th</sup> March	Friday 3 <sup>rd</sup> May	Tuesday 7 <sup>th</sup> May	Wednesday 15 <sup>th</sup> May

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## Centre-Assessed Mark Review Request Form

Name:	
Level- GCSE or GCE:	
Subject:	
Component Name:	
Subject Code:	
Subject Tutor:	

I would like to request a review of my centre-assessed mark for the above piece of work and acknowledge:

- I have been given an opportunity to view a copy of my marked work
- I have read and understood the assessment materials which indicate how my mark was calculated at
- I have discussed my decision with my tutor and/or Head of Department and have their signature below
- I understand that my mark may go down as a result of the review
- I give my consent for my work to be reviewed by an assessor (not necessarily from my college)
- I understand that my mark is still subject to moderation by the examining body following the review
- I am paying a non-refundable £50 administration fee for the review along with this request
- I have stated the grounds for my request below

I believe that there has been an error in the application of the mark scheme or failings in the standardisation process with regards to my work, because...

Signed (Candidate) .....

Date:

Signed (Parent/Guardian).....

Date:

Signed (Tutor).....

Date: