



# Coursework Mark Review

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## Information for students

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### Introduction

We aim to ensure that your coursework or controlled assessment is assessed in a fair and consistent manner.

If you feel this is not the case, you can request a **coursework mark review**.

The grounds for review relate only to the **procedures** used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.

To support you, teacher annotation should be visible on your work, showing evidence to indicate how and why marks were awarded. Teachers must also indicate on your work, or on the cover sheet, the date when the work was marked.

### Process

- You will be informed of all coursework marks **at least two weeks** before awarding body deadlines, subject to internal deadlines being met.
- You may request copies of materials to assist you in considering whether to request a review of the marking of the assessment.
- The review will be performed by a subject specialist, but not your teacher.
- Clear deadlines will be determined throughout the process.
- The review will be completed **before** marks are submitted to the awarding body.

### Who can help?

You should speak to staff as follows:

1. **Subject teacher.** Most issues can be resolved by talking to your teacher. They will discuss how your coursework or controlled assessment was marked in terms of the mark schemes provided by the examination board.
2. **Head of Department.** If you are not happy after speaking to your subject teacher, arrange to speak to the Head of Department.
3. **Examination Officer (Mr Beattie).** If the issue is still not resolved, make contact with the Exam Officer.