



# Controlled Assessment

## Information for students and parents

As part of the examination process, some subjects require the students to undertake a piece of controlled assessment or coursework. The table below identifies the approximate timetable that the subjects have indicated where the controlled assessment is completed and the marks are awarded to the students.

### GCSE Schedule

SUBJECT	Completed	Marks awarded to students
Art	January - Y11	May - Y11
Business Studies	July - Y10	March - Y11
Computing	January - Y11	February - Y11
Music	May - Y11	May - Y11
PE	February - Y11	March - Y11
Technology	March - Y11	March - Y11

In the event of an appeal the process for internal or external appeals have been described below:

### Reviews of marking for Internally Assessed Marks

1. Requests for a review of the marking procedures should be made in writing.
2. Forms for this will be available from the Examinations Officer.
3. Requests for reviews of the marking procedure should be received within 5 days of receiving the marks.
4. The results of the review will be received in writing within 10 working days of the receipt of the request.
5. After candidates work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres.
6. The moderation process may lead to mark changes.
7. This process is outside the control of Blue Coat School and is not covered by this procedure.

### Reviews of marking for Externally Assessed Marks

1. These reviews have to be made for the whole cohort.
2. Requests for reviews must be agreed by the Head of Department and the Senior Leadership Team.
3. Students who wish to have work reviewed must contact the Examinations Officer as soon as possible after receiving the results in August (but at least fifteen working days before the published deadlines for EARs)
4. They will need to complete a request form which will be reviewed by the Head of Department and the Senior Leadership Team
5. The student will be informed within 14 days if the request has been agreed.
6. If the request is agreed the review request will then be made to the appropriate exam board
7. Work for any student which has been externally marked cannot be removed from school until the January following the exam period as it may be required for reviews of marking