



**Produced on behalf of: AQA, OCR, Pearson and WJEC**

## **Notice to Centres**

### **Informing candidates of their centre assessed marks**

Centres have for many years been required to have a written internal appeals procedure relating to internal assessment decisions. As part of this procedure, candidates **must** be told the mark given by their centre for a centre assessed component/unit. This applies to legacy and new GCE and GCSE qualifications, and Project qualifications (but see question 1 below).

This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so, and will facilitate the operation of a fair review process. It is reflected in the regulators' *Qualification Level Conditions and Requirements*.

Centres should use the internal standardisation process to ensure that all teachers are confident in correctly and accurately applying the marking standard. Exemplar material and any guidance provided by the awarding body should be used. This should help to prevent marking errors and avoid candidates requesting a review of the mark awarded by the centre.

Although many consortia, multi-academy trusts etc. are likely to follow common procedures, it is for each centre to determine how a request for a review of marking is managed. The internal deadlines set for marking, internal standardisation arrangements, staffing arrangements and resources will all be influencing factors. Each Subject Department may be given discretion to apply the requirements in the most practical way.

Centres may wish to publish a policy for candidates and their parents/carers. Click for: [A suggested template for centres to use](#). Further details may be found in the JCQ publication [Instructions for conducting non-examination assessments](#).

The JCQ member awarding bodies have produced some frequently asked questions which are set out below. These will help centres in their understanding of this new requirement and also help in the implementation of this policy for the June 2018 examination series, and all subsequent series.