ST JAMES'S
CHURCH OF ENGLAND HIGH SCHOOL
CARING FOR OTHERS † ACHIEVING EXCELLENCE

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Headteacher: Mrs C Anderson LLB

May 2025

Dear Candidate,

Re: Reviews of Marking – Centre Assessed Marks Art and Photography

Please read the following regarding your coursework marks in Art and Photography.

St James's High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St James's High School is 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.

1. St James's High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. St James's High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

3. St James's High School will, having received a request for copies of materials, promptly make them available to the candidate.

4. St James's High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. St James's High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing to Ms Critchlow and a copy also given to Ms Slack, our exams officer.

6. St James's High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

7. St James's High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

8. St James's High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. St James's High School will inform the candidate in writing of the outcome of the review of the centre's marking procedures.

10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies (June 2025) 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Any requests for a review must be made as a matter of urgency, in writing, so that the review can be carried out.

The deadline for review requests is noon on Friday 23rd May 2025

Many thanks,

Lucy Critchlow

Head of Art
critchlowl@st-james.bolton.sch.uk