



BEAL SIXTH FORM

ONE SIXTH FORM – TWO SITES – THREE PATHWAYS

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Beal Sixth Form

Guidelines for Coursework Marking & Marking Reviews

The following have been produced to provide clear guidance in-line with JCQ updates. All departments, from both campuses of BSF, should follow these guidelines in order to ensure consistency and accuracy.

1. All students must have received their coursework mark by 1st May 2019
2. Students have one week from receiving their coursework mark to decide whether they wish to ask for a review.
3. Students can only make their request for a review by completing and submitting the BSF standardised 'Coursework Mark Review' pro-forma.
4. Students must be able to look over a copy of their coursework during this time
5. If a student requests a review, a qualified professional, with no personal interest in the student's mark, will mark it.
6. The student shall be informed of the review's outcome in writing.

Staff Process Overview

1. Opportunities for marking standardisation opportunities will take place throughout the year.
2. Cross-BSF Internal coursework moderation;
3. External exam board moderation



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