



EXECUTIVE HEADTEACHER

Mr K Ford

HEAD OF SCHOOL

Mr G Pendlebury

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27th January 2025

Dear parents, carers and students,

Great Marlow School is required to adhere to the Joint Council for Qualifications (JCQ) General Regulations for all examined and non-examined assessment. For the academic year 2024 / 25, this states that:

Schools must inform candidates of their centre-assessed marks for non-examined assessment (NEA) as students will be allowed to request a review of the marking before marks are submitted to the awarding body. The review should be of the mark that has been awarded, confirming whether [it] is in line with the standard set for other candidates at the centre.

Students will be told the mark that they have been awarded for any work that contributes towards a final public examination grade and that has been marked by GMS staff (an internal assessment). The mark will have been awarded in accordance with JCQ guidance. The latest dates that students will be notified of these marks are in the tables at the end of this letter.

Students have the right to request a review of a given mark if they feel that the marking criteria or procedures have not been correctly applied. Please make sure that you read our [‘Internal Appeals Policy relating to internal assessment decisions’](#) carefully, as this outlines the process that a student must follow if they decide to request an internal review. A copy is on the website under Learning - Examinations Information – Exam Results, Appeals and Resits. If a student is concerned about a mark, we recommend that they speak to the Head of Department about this first.

If a student, following discussion with the Head of Department, would still like to consider a review of the marking, they need to:

1. Email exams@gms.bucks.sch.uk (from their GMS student account) to request copies of the relevant marked work – deadlines for requesting this material are in the following tables.
2. Students can use this marked work to decide if they still want to request an actual review of the marking. If they do wish to request a review of marking, they must complete the relevant form (again, on our website under Learning - Examinations Information – Exam Results, Appeals and Resits) by the deadlines outlined in the following tables.

Emails or forms received after the deadlines published in the tables will not be processed.

Prior to submitting a request for an internal review, a student should consider the following:

- **Marks can be adjusted up, down or remain the same at any point of the internal review process.**
- The mark is still subject to an external review by the awarding body. This means that marks can be adjusted up, down or remain the same at any point in this external moderation process also.

Key Stage 5 subjects: timescales for the review process

Subjects	GMS deadline for student to be notified of centre-assessed marks	Student deadline for requesting marked materials	GMS deadline for providing marked materials	Student deadline for submitting form to request an internal review	GMS deadline for communicating to student the outcome of any internal review
Art	Tues 6 May	Thurs 8 May	Tues 13 May	Tues 20 May	Fri 23 May
Biology (Practical Endorsement)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Chemistry (Practical Endorsement)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Creative Digital Media Production (BTEC)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
D&T - Fashion and Textiles	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
D&T - Product Design	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
English Language & Literature	Thurs 3 April	Tues 22 April	Fri 25 April	Fri 2 May	Thurs 8 May
English Literature	Thurs 3 April	Tues 22 April	Fri 25 April	Fri 2 May	Thurs 8 May
Geography	Fri 28 Feb	Tues 4 March	Fri 7 March	Fri 14 March	Wed 19 March
History	Thurs 3 April	Tues 22 April	Fri 25 April	Fri 2 May	Thurs 8 May
Media Studies	Wed 2 April	Fri 4 April	Thurs 24 April	Thurs 1 May	Wed 7 May
Physical Education	Tues 25 Feb	Thurs 27 Feb	Tues 4 March	Tues 11 March	Fri 14 March
Physics (Practical Endorsement)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Sport (BTEC)	Tues 17 June	Thurs 19 June	Tues 24 June	Tues 1 July	Fri 4 July
Travel & Tourism (BTEC)	Tues 17 June	Thurs 19 June	Tues 24 June	Tues 1 July	Fri 4 July
Uniformed Protective Services (BTEC)	Tues 17 June	Thurs 19 June	Tues 24 June	Tues 1 July	Fri 4 July

Key Stage 4 subjects: timescales for the review process

Subjects	GMS deadline for student to be notified of centre-assessed marks	Student deadline for requesting marked materials	GMS deadline for providing marked materials	Student deadline for submitting form to request an internal review	GMS deadline for communicating to student the outcome of any internal review
Art	Tues 6 May	Thurs 8 May	Tues 13 May	Tues 20 May	Fri 23 May
Child Development (Cambridge National)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Design & Tech	Wed 2 April	Fri 4 April	Thurs 24 April	Thurs 1 May	Wed 7 May
Drama	Fri 31 Jan	Tues 4 Feb	Fri 7 Feb	Fri 14 Feb	Wed 26 Feb
English Language	Wed 2 April	Fri 4 April	Thurs 24 April	Thurs 1 May	Wed 7 May
Food Preparation & Nutrition	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Hospitality & Catering (Vocational Award)	Fri 25 April	Tues 29 April	Fri 2 May	Mon 12 May	Thurs 15 May
Media Studies	Fri 28 March	Tues 1 April	Fri 4 April	Mon 28 April	Thurs 1 May
Music	Mon 31 March	Wed 2 April	Tues 22 April	Tues 29 April	Fri 2 May
Physical Education	Tues 25 Feb	Thurs 27 Feb	Tues 4 March	Tues 11 March	Fri 14 March

If you have any questions, please contact our Exams Officer, Mrs Smith, on exams@gms.bucks.sch.uk.

Kind regards,

Louise Fletcher
Assistant Headteacher