



**HEADTEACHER**  
Mr G Pendlebury  
**DEPUTY HEADTEACHER**  
Mr N Maguire

3<sup>rd</sup> December 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 2025 / 26, this states that:

*Centres must inform candidates of their centre-assessed marks for any non-examination assessments (NEA), coursework, controlled assessments and portfolios of evidence and allow them 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 and awarding body 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.pdf](#) 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, they should 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](mailto: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. Use this marked work to decide if they still want to request a review of the marking. If they do wish to request it, 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 following 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 5 <sup>th</sup> May	Thurs 7 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Tues 19 <sup>th</sup> May	Fri 22 <sup>nd</sup> May
Biology Practical Endorsement	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
Chemistry Practical Endorsement	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
Creative Digital Media Production BTEC	Fri 24 <sup>th</sup> April	Tues 28 <sup>th</sup> April	Fri 1 <sup>st</sup> May	Mon 11 <sup>th</sup> May	Thurs 14 <sup>th</sup> May
D&T - Fashion and Textiles	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
D&T - Product Design	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
Drama	Fri 16 <sup>th</sup> Jan	Tues 20 <sup>th</sup> Jan	Fri 23 <sup>rd</sup> Jan	Fri 30 <sup>th</sup> Jan	Wed 4 <sup>th</sup> Feb
Education & Early Years T-Level	Wed 15 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Wed 22 <sup>nd</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May
English Language & Literature	Fri 27 <sup>th</sup> March	Tues 14 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Fri 24 <sup>th</sup> April	Wed 29 <sup>th</sup> April
English Literature	Fri 27 <sup>th</sup> March	Tues 14 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Fri 24 <sup>th</sup> April	Wed 29 <sup>th</sup> April
Geography	Mon 23 <sup>rd</sup> Feb	Wed 25 <sup>th</sup> Feb	Mon 2 <sup>nd</sup> March	Mon 9 <sup>th</sup> March	Thurs 12 <sup>th</sup> March
History	Thurs 16 <sup>th</sup> April	Mon 20 <sup>th</sup> April	Thurs 23 <sup>rd</sup> April	Thurs 30 <sup>th</sup> April	Wed 6 <sup>th</sup> May
Media Studies	Fri 27 <sup>th</sup> March	Tues 14 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Fri 24 <sup>th</sup> April	Wed 29 <sup>th</sup> April
Music	Mon 20 <sup>th</sup> April	Wed 22 <sup>nd</sup> April	Mon 27 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Fri 8 <sup>th</sup> May
Physical Education	Tues 24 <sup>th</sup> Feb	Thurs 26 <sup>th</sup> Feb	Tues 3 <sup>rd</sup> March	Tues 10 <sup>th</sup> March	Fri 13 <sup>th</sup> March
Physics Practical Endorsement	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
Sport BTEC	Tues 9 <sup>th</sup> June	Thurs 11 <sup>th</sup> June	Tues 16 <sup>th</sup> June	Tues 23 <sup>rd</sup> June	Fri 26 <sup>th</sup> June
Travel & Tourism BTEC	Tues 9 <sup>th</sup> June	Thurs 11 <sup>th</sup> June	Tues 16 <sup>th</sup> June	Tues 23 <sup>rd</sup> June	Fri 26 <sup>th</sup> June
Uniformed Protective Services BTEC	Tues 9 <sup>th</sup> June	Thurs 11 <sup>th</sup> June	Tues 16 <sup>th</sup> June	Tues 23 <sup>rd</sup> June	Fri 26 <sup>th</sup> June

### **Key Stage 4 subjects: timescales for the review process**

<b>Subjects</b>	<b>GMS deadline for student to be notified of centre-assessed marks</b>	<b>Student deadline for requesting marked materials</b>	<b>GMS deadline for providing marked materials</b>	<b>Student deadline for submitting form to request an internal review</b>	<b>GMS deadline for communicating to student the outcome of any internal review</b>
<b>Art</b>	Tues 5 <sup>th</sup> May	Thurs 7 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Tues 19 <sup>th</sup> May	Fri 22 <sup>nd</sup> May
<b>Child Development Cambridge National</b>	Fri 1 <sup>st</sup> May	Wed 6 <sup>th</sup> May	Thurs 7 <sup>th</sup> May	Thurs 14 <sup>th</sup> May	Fri 15 <sup>th</sup> May
<b>Design &amp; Technology</b>	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
<b>Drama</b>	Fri 16 <sup>th</sup> Jan	Tues 20 <sup>th</sup> Jan	Fri 23 <sup>rd</sup> Jan	Fri 30 <sup>th</sup> Jan	Wed 4 <sup>th</sup> Feb
<b>English Language Speaking Endorsement</b>	Mon 23 <sup>rd</sup> March	Wed 25 <sup>th</sup> March	Mon 13 <sup>th</sup> April	Mon 20 <sup>th</sup> April	Thurs 23 <sup>rd</sup> April
<b>Food Preparation &amp; Nutrition</b>	Mon 27 <sup>th</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May	Tues 12 <sup>th</sup> May	Fri 15 <sup>th</sup> May
<b>Hospitality &amp; Catering Vocational Award</b>	Tues 21 <sup>st</sup> April	Thurs 23 <sup>rd</sup> April	Fri 24 <sup>th</sup> April	Fri 1 <sup>st</sup> May	Tues 5 <sup>th</sup> May
<b>Media Studies</b>	Fri 27 <sup>th</sup> March	Tues 14 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Fri 24 <sup>th</sup> April	Wed 29 <sup>th</sup> April
<b>Music</b>	Wed 15 <sup>th</sup> April	Fri 17 <sup>th</sup> April	Wed 22 <sup>nd</sup> April	Wed 29 <sup>th</sup> April	Tues 5 <sup>th</sup> May
<b>Physical Education</b>	Tues 24 <sup>th</sup> Feb	Thurs 26 <sup>th</sup> Feb	Tues 3 <sup>rd</sup> March	Tues 10 <sup>th</sup> March	Fri 13 <sup>th</sup> March

If you have any questions, please contact our Examinations Officer, Mrs Smith, on [exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk).

Kind regards,

Louise Fletcher  
Assistant Headteacher i/c Examinations