



Great Marlow School

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HEADTEACHER
Mr G Pendlebury
DEPUTY HEADTEACHER
Mr N Maguire

3rd 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 (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 th May	Thurs 7 th May	Tues 12 th May	Tues 19 th May	Fri 22 nd May
Biology Practical Endorsement	Mon 27 th April	Wed 29 th April	Tues 5 th May	Tues 12 th May	Fri 15 th May
Chemistry Practical Endorsement	Mon 27 th April	Wed 29 th April	Tues 5 th May	Tues 12 th May	Fri 15 th May
Creative Digital Media Production BTEC	Fri 24 th April	Tues 28 th April	Fri 1 st May	Mon 11 th May	Thurs 14 th May
D&T - Fashion and Textiles	Mon 27 th April	Wed 29 th April	Tues 5 th May	Tues 12 th May	Fri 15 th May
D&T - Product Design	Mon 27 th April	Wed 29 th April	Tues 5 th May	Tues 12 th May	Fri 15 th May
Drama	Fri 16 th Jan	Tues 20 th Jan	Fri 23 rd Jan	Fri 30 th Jan	Wed 4 th Feb
Education & Early Years T-Level	Wed 15 th April	Fri 17 th April	Wed 22 nd April	Wed 29 th April	Tues 5 th May
English Language & Literature	Fri 27 th March	Tues 14 th April	Fri 17 th April	Fri 24 th April	Wed 29 th April
English Literature	Fri 27 th March	Tues 14 th April	Fri 17 th April	Fri 24 th April	Wed 29 th April
Geography	Mon 23 rd Feb	Wed 25 th Feb	Mon 2 nd March	Mon 9 th March	Thurs 12 th March
History	Thurs 16 th April	Mon 20 th April	Thurs 23 rd April	Thurs 30 th April	Wed 6 th May
Media Studies	Fri 27 th March	Tues 14 th April	Fri 17 th April	Fri 24 th April	Wed 29 th April
Music	Mon 20 th April	Wed 22 nd April	Mon 27 th April	Tues 5 th May	Fri 8 th May
Physical Education	Tues 24 th Feb	Thurs 26 th Feb	Tues 3 rd March	Tues 10 th March	Fri 13 th March
Physics Practical Endorsement	Mon 27 th April	Wed 29 th April	Tues 5 th May	Tues 12 th May	Fri 15 th May
Sport BTEC	Tues 9 th June	Thurs 11 th June	Tues 16 th June	Tues 23 rd June	Fri 26 th June
Travel & Tourism BTEC	Tues 9 th June	Thurs 11 th June	Tues 16 th June	Tues 23 rd June	Fri 26 th June
Uniformed Protective Services BTEC	Tues 9 th June	Thurs 11 th June	Tues 16 th June	Tues 23 rd June	Fri 26 th June

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 5 th May	Thurs 7 th May	Tues 12 th May	Tues 19 th May	Fri 22 nd May
Child Development Cambridge National	Wed 15th April	Fri 17th April	Wed 22nd April	Wed 29th April	Tues 5th May
Design & Technology	Mon 27th April	Wed 29th April	Tues 5th May	Tues 12th May	Fri 15th May
Drama	Fri 16th Jan	Tues 20th Jan	Fri 23rd Jan	Fri 30th Jan	Wed 4th Feb
English Language Speaking Endorsement	Mon 23rd March	Wed 25 th March	Mon 13 th April	Mon 20 th April	Thurs 23 rd April
Food Preparation & Nutrition	Mon 27th April	Wed 29th April	Tues 5th May	Tues 12th May	Fri 15th May
Hospitality & Catering Vocational Award	Wed 15th April	Fri 17th April	Wed 22 nd April	Wed 29 th April	Tues 5th May
Media Studies	Fri 27th March	Tues 14th April	Fri 17th April	Fri 24th April	Wed 29th April
Music	Mon 9th March	Wed 11th March	Mon 16th March	Mon 23rd March	Thurs 26th March
Physical Education	Tues 24th Feb	Thurs 26th Feb	Tues 3rd March	Tues 10th March	Fri 13th March

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

Kind regards,

Louise Fletcher
Assistant Headteacher i/c Examinations