



Coleg Gŵyr Abertawe
Gower College Swansea

Assessment, Appeals and Malpractice Policy

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1. Assessment - Introduction

1.1 Gower College Swansea is committed to providing high quality teaching and support to our students. Assessment is the process of monitoring students' progress against the Awarding Body criteria in order to ensure that all students' work meets the required standards. It provides a continuous check on the quality of work produced by a student. This policy aims to set out the standards required for assessment at Gower College Swansea.

1.2 The aim of assessment is to:

- Inform students of their individual progress.
- Ensure that the required academic standards are met, maintained and monitored.
- Develop the knowledge, skills and understanding of students.
- Provide informative feedback that enables students to make progress.
- Inform academic staff of the effectiveness of their teaching.

2. General Practices and Procedures for Assessment

2.1 The evidence requirements for assessment outcomes should be carefully constructed to be fair and accessible to all participating students to ensure that all have an equal opportunity to achieve, for example, due consideration to tasks/use of equipment should be made so as not to exclude any student with a disability.

2.2 Assessment of students' work is based on awarding body/HEI partners assessment criteria and guidelines.

2.3 All provision/courses must have a planned assessment process, which includes; timing and number of assessments and/or assignments, assessment deadline dates and the number of days assessed work will be returned within (normally 10 working days for FE and 20 working days for HE).

2.4 Students must be given a statement of the assessment requirements for their qualification which should be clearly explained.

2.5 Assessment decisions must be based upon clearly defined assessment and/or grading criteria.

2.6 Feedback must be given at a level and depth that ensures assessment is an integral and critical part of the total learning process and complies with awarding body/HEI requirements. Internal verification and moderation must be undertaken on assessment decisions / assignment briefs according to College procedures and awarding body/HEI requirements.

- 2.7 Academic performance and progress on assessments are to be discussed with individual students as an integral part of the tutorial programme (ILP).
- 2.8 Academic staff must keep up to date records of assessments for all their students and monitor their progress.
- 2.9 Assessment outcomes must not be disclosed in any unauthorised manner to any unauthorised individuals.
- 2.10 Records of assessments must be secure and free from interference by unauthorised individuals.
- 2.11 Course teams must review assessment procedures/processes annually to ensure that they are current and valid.
- 2.12 Specific requirements regarding assessment and grading are put in place by the awarding body/HEI partners concerned and are available from the Curriculum Leader.
- 2.13 Any specific requirements of awarding bodies/validating HEIs regarding assessment not covered by this policy must be adhered to at all times.
- 2.14 Referrals, Resubmissions and Extensions should be managed according to Awarding Body guidelines.
- 2.15 Where the Awarding Body requires centres to provide their own Extension Guidance, the guidance in **Appendix 1** should be shared with learners and extensions managed according to this.
- 2.16 Curriculum teams can decide the most appropriate person to receive the extension application and who makes the decision on whether to grant or refuse the extension.
- 2.17 Higher Education courses should refer to the Awarding Institution for guidance on extensions.

3. Coursework (GCE and Project qualifications)

- 3.1 Coursework is any element of a qualification that has to be internally assessed and the marks submitted to the Awarding Body. It is not usually conducted under examination conditions and there is usually a requirement that the learner works independently.
- 3.2 In the absence of subject-specific guidance, lecturers may review a draft before it is handed in for final assessment. This advice must remain at a general level and enable the student to take initiative in making the amendments.
- 3.3 Advice on specific improvements, detailed indications of errors and detailed suggestions on how to improve could be constituted malpractice if this additional assistance is not recorded on the appropriate Awarding Body forms.

- 3.4 Guidance for students on this process can be found in the **Coursework: Student Guidance** document, available [here](#).
- 3.5 Where lecturers wish to impose a deadline for the first draft to be submitted, this should be made clear to students. Should students feel that they cannot meet this deadline then they may apply for an extension in line with the college's [Extension Guidance \(Appendix 1\)](#)
- 3.6 The form to apply for an extension is available [here](#) to duplicate and a paper version is contained in **Appendix 2**.
- 3.7 Once work is submitted for final assessment, there can be no more changes made by the student. Any changes made to the coursework at this stage will constitute malpractice.
- 3.8 Following submission and marking of coursework, students should be informed of their marks and they can request a review in line with Section 5 of this policy.

4. Controlled Assessment (GCE and GCSE specifications)

- 4.1 Controlled Assessments are designed in such a way that they should be conducted within the classroom environment in timetabled classroom sessions.
- 4.2 It is the responsibility of the subject curriculum team to organise and facilitate the taking of the tasks and their supervision. Subject specific guidance in terms of the controls should be followed in respect of the supervision and controls applied. Failure to adhere to these controls could constitute malpractice.
- 4.3 If students require access arrangements and this cannot be facilitated by the curriculum team, then the Examinations Office can provide invigilators.

For subjects with large numbers conducting controlled assessment over a number of days:

- 4.4 If the controlled assessment is to be taken over a number of days and outside taught sessions, the Examinations Office could provide invigilator support, if they have resources available and are provided with a Gola Form (<https://students/Examinations/Gola.aspx>), no later than 6 weeks in advance of the first session. A paper copy to record this information for our own records is available in **Appendix 3**.
- 4.5 Where sessions are conducted over a number of days, it is the responsibility of the curriculum team to book an appropriate room with the Faculty Office, make any IT arrangements and to securely store student's notes and/or USB sticks until the next session.

- 4.6 All sessions will be conducted following the JCQ *Instructions for Conducting examinations* policy, the JCQ *Instructions for conducting non-examination assessments* and the relevant Awarding Body rules for conducting controlled assessments.
- 4.7 It is the learner's responsibility to report their absence on their e-ILP. They should indicate that they have an assessment on the day and the relevant Curriculum Leader will decide whether the absence will be considered as authorised. More information may be requested of the learner to support this.
- 4.8 Where a student is absent for a session, they may be given an opportunity to make up the missed time if their absence is short-term and is an authorised absence in line with the college's [Authorised Absence Guidance](#).
- 4.9 Where a student is absent longer term and is unable to complete the work at a later date, they may be eligible for special consideration under awarding body rules.
- 4.10 Following submission and marking of controlled assessment, students should be informed of their marks and they can request a review in line with Section 5 of this policy. Guidance for students on this process can be found in the **Controlled Assessment: Student Guidance** document, available [here](#).
- 4.11 For learners with access arrangements, the following applies:
- if the access arrangement can be dealt with within the session, for example, extra time, access to a laptop or small room, this should be facilitated by the curriculum teams.
 - if the access arrangement pertains to an additional learning need for which the learner needs support such as a scribe, reader or their own room, then the Exams department will facilitate this and arrange for an invigilator or a representative from Learner Services to supervise the learner.

5. Academic Appeals

5.1 Introduction

- 5.1.1 It is Gower College Swansea policy that all students have the right to appeal against assessment decisions if they feel that they have been treated unfairly and Awarding Body or HEI partner standards have not been met.
- 5.1.2 Students are made aware of this policy at induction, in their course handbooks and the policy is available on the student portal.
- 5.1.3 Students will not be disadvantaged if they make an appeal.
- 5.1.4 HE students can only appeal if they think the assessment process has not been followed; they cannot appeal an assessment decision or grade.

5.2 Appealing against Internal Assessment Results (FE and WBL students)

5.2.1 Internally assessed results means any element of a qualification that is marked by college staff and the results submitted to the relevant awarding body and includes internally assessed coursework and Non-examination assessments for GCE, GCSE and Project qualifications.

STAGE 1

5.2.2 If students feel an inaccurate assessment decision has been made, they must first discuss their concerns with their assessor/lecturer within 5 working days of receiving the assessment outcome.

5.2.3 To help with this discussion, copies of the marked assessment materials and the mark scheme or assessment criteria should be made available to the student, as a minimum requirement.

5.2.4 The assessor/lecturer will discuss the assessment decision and the verbal/written feedback provided against the specified mark scheme or assessment criteria, providing advice and explanation, where relevant. Learners should be made aware that internally assessed results are still subject to moderation by the Awarding Body.

STAGE 2

5.2.5 If the student is still unhappy with the assessment decision, they must complete the form in **Appendix 5**, also available [here](#), within 10 working days of the notification of the assessment decision and by the deadline given by the curriculum team.

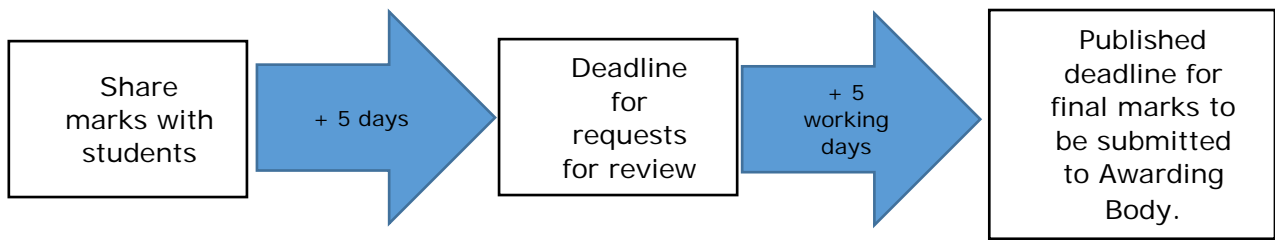
5.2.6 The grounds for review are limited to the following reasons:

- An administrative error
- A failure to apply the marking criteria to the work.
- An unreasonable exercise of academic judgement.

5.2.7 The Examinations Manager will arrange for the student's work/portfolio to be reassessed in order to confirm that no incorrect assessment was recorded.

5.2.8 The re-assessment will be carried out by a person other than the person who made the original assessment decision. If there is no-one else available in the team, then the review will be conducted by a suitable colleague in another centre. The student will be provided with a response to their appeal within 5 working days from the receipt of the original request.

5.2.9 Further appeals concerning GCE, GCSE or Project Qualifications will be addressed directly to the Awarding Body in line with the *JCQ A Guide to the awarding bodies' appeals processes* document.



STAGE 3

5.2.10 Any further appeals beyond this will need to be in writing to the Dean of Faculty who will organise a formal meeting to discuss appeal and review decisions. This stage of appeal must be within 5 working days of the reassessment at Stage 2.

STAGE 4

5.2.11 If the student is still unhappy with the internal appeal decision, then they may appeal to the relevant Awarding Body/HEI Partner, subject to the rules of the Awarding Body. Awarding Bodies charge fees for this process, which will be refunded if the decision is found in the student's favour.

5.3 Appealing Against Assessment Results Made by an Awarding Body (FE and WBL students)

5.3.1 A request for a review of an assessment result by an Awarding Body may be made following the Awarding Body procedure within the time scales stated in that procedure. Guidance on the exact procedure that applies can be provided by the Quality team.

5.3.2 If the student wishes the College to request an assessment review on their behalf, the student must apply to the college within 7 working days of receiving the assessment result. This will allow time for the case to be discussed with the Examinations Department at the College and for a review request to be prepared and sent to the Awarding Body.

5.3.3 Awarding Bodies charge fees for this process which will be refunded if the decision is found in your favour.

5.3.4 In the case of staff malpractice or maladministration the appeal process is contained within the college's disciplinary procedure

6. Withdrawal of Awarding Body Accreditation

6.1 In the event of approval being withdrawn for one or more qualifications (whether voluntary or enforced) by an Awarding Body then the College will support learners who are on programme which may include finding an alternative centre to allow the learners to complete their qualification(s).

7. Malpractice and Maladministration

7.1.1 Attempting to or carrying out any malpractice or maladministration activity is not permitted by Gower College Swansea. The College reserves the right to actively invoke checking procedures.

7.1.2 The College has the right to reject a student's work on the grounds of malpractice if any of the regulations are broken (see 7.3 and 7.4 below).

7.2 Definition of Malpractice

Malpractice refers to any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and /or the validity of certificates.

It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process;
- the integrity of a regulated qualification;
- the validity of a result or certificate;
- the reputation and credibility of the College; or • the qualification or the wider qualifications community.

This definition of malpractice is covered during induction to ensure learners are informed about the meaning of malpractice and Students are made aware of this policy during induction, in their course handbooks and the policy is available on the student portal on Moodle.

7.3 Examples of Malpractice by Learners:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), work produced by artificial intelligence, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source. Where plagiarism has been identified and the work is not accepted for marking, the learner will be required to re-draft the work where Awarding Body rules allow for this.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of teamwork and this must be made clear to the learners.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test

- Fabrication of results and/or evidence
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or Awarding Body/validating HEI conditions in relation to the assessment/ examination/ test rules, regulations and security
- Misuse of assessment/examination material
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/ test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test
- The alteration of any results document, including certificates
- Cheating to gain an unfair advantage.
- Using social media or WhatsApp groups to share information about examinations or controlled assessment tasks between sessions.

7.4 Examples of Malpractice by Staff

- Failure to carry out internal assessment, internal moderation or internal verification in accordance with awarding organisations requirements.
- Alteration of Awarding Body/HEI partners mark scheme and assessment and grading criteria.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment beyond that required for effective learning, for example where the assistance involves staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/ coursework.
- Facilitating and allowing impersonation.

- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis. This is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Failing to keep learner computer files secure.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is, claiming for a certificate prior to the learner completing all the requirements of assessment.
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/ test.
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.
- Misuse of Recognition of Prior Learning (or APL).
- Deliberate failure to adhere to the awarding organisations qualification approval requirements, learner registration and certification procedures.

This list will form the basis of guidance to staff and will be disseminated through team meetings along with any relevant updates from awarding bodies.

7.5 Definition of Maladministration

Maladministration refers to any activity or practice which results in non-compliance with administration regulations and requirements and includes the application of persistent mistakes or poor administration.

7.6 Examples of Maladministration

- Persistent failure to adhere to awarding organisations learner registration and certification procedures.
- Persistent failure to adhere to awarding organisation's centre recognition and/or qualification requirements.
- Late learner registrations with the awarding organisation.
- Unreasonable delays in responding to requests from awarding organisations.
- Inaccurate claims for certificates.
- Failure to maintain auditable records e.g. certification claims.

- Withholding of information, by deliberate act or omission, from an awarding organisation.

7.7. Procedure for dealing with Learner Malpractice

7.7.1 Malpractice could constitute a disciplinary offence as outlined in the Student Code of Conduct and could result in disciplinary action under the College's Student Disciplinary Procedure.

7.7.2 This will be dealt with by a member of staff raising their concern with the personal tutor or, for Work based learning, the assessor who will liaise with the Learning Area Manager to decide on the next course of action. The action taken will depend on the seriousness of the learner's behavior and could lead to use of the Student Disciplinary Procedure.

7.7.3 In the event of alleged learner malpractice, a nominated person will carry out an investigation in line with the College's disciplinary Procedure. As part of any investigation the college will:

- The Quality team will ensure that the Awarding Body is notified and their requirements are followed
- make the learner fully aware at the earliest opportunity of the nature of the alleged malpractice
- give the learner the opportunity to respond to the allegations made.
- inform the learner of the avenues for appealing should a judgment be made against them

Further details can be found in the Student Disciplinary Procedure.

7.7.4 For HE students on franchised programs, any incident of learner malpractice will be referred to the relevant HEI and dealt with under the HEI's regulations.

7.8 Procedure for dealing with Staff Malpractice or Maladministration

7.8.1 Where there has been a complaint or an observed or reported incident of malpractice or maladministration, the Director of HR or Director of Quality and Curriculum along with the Quality Manager will carry out an initial assessment including notifying the Awarding Body as per their requirements following which a decision will be made whether to:

- Deal with the matter informally
- Refer the matter back to the Faculty Manager or other immediate line manager
- Carry out a full investigation
- Suspend the member of staff involved

7.8.2 Depending on the outcome a full investigation the College Disciplinary procedure may be followed. The process and levels of disciplinary action which may be taken as a result of malpractice or maladministration are outlined in the College Staff Disciplinary procedure.

7.9 Confidentiality and Whistle Blowing

Sometimes a person making an allegation of malpractice or maladministration may wish to remain anonymous. Although it is always preferable to reveal your identity and contact details, if you are concerned about possible adverse consequences you may request that your identity is not divulged. The Director of HR or Director of Quality and Curriculum will determine whether the allegation falls within the realms of the Whistleblowing Policy and if 'protected disclosure' can apply, in which case the procedure under that policy will be used.

The Whistleblowing Policy and Procedure (Public Interest Disclosure) provides further details.

8. Associated Documentation

- Learner Charter
- Student Disciplinary Procedures
- Code of Conduct for Staff
- Disciplinary & Dismissal Procedures (Staff)
- The Whistleblowing Policy and Procedure (Public Interest Disclosure)
- Controlled Assessment: Student Guidance
- Coursework: Student Guidance

9. Yr Iaith Cymraeg / The Welsh Language

Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.

Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.



Extension Guidance

- 1.1 Gower College understands that exceptional and unfortunate circumstances may arise which can impact your ability to perform in an assignment or assessment.
- 1.2 If you are struggling to meet a deadline due to circumstances outside of your control, then you can request an extension **for a maximum of one week**. **You must request an extension at least 5 working days before the submission deadline. Requests for extensions after the deadline has passed will not be considered.**
- 1.3 An approved extension allows you more time to submit an assessment or assignment without late penalties being applied. However, **a late submission is not a right and permission will only be granted at the discretion of the Assistant/Learning Area Manager**, who will take into account the circumstances and work required.
- 1.4 You will need to give a reason for requesting the extension, with a clear supporting statement, and in some circumstances, further evidence may be requested. The reason for requesting the extension must include reasons why these circumstances have impacted on your ability to complete the assessment.
- 1.5 Extensions are **unlikely** to be granted for the following reasons:
 - A description of a medical condition without reasonable supporting evidence.
 - Minor illness or ailment which in a work situation would be unlikely to lead to absence from work.
 - Holidays.
 - Driving lessons/tests.
 - IT problems.
 - Poor practice – for example, no back up of electronic documents.
 - Being unaware of the dates of submission or requirements of assessment.
 - Poor time management.
 - Workload in other Units
 - Part time work commitments
- 1.6 In limited circumstances, Student Support Officers, college counsellors or Pastoral Coaches may be able to provide a statement, **if given sufficient notice** in support of your extension request if:
 - You have engaged with the staff member sufficiently prior to the affected assessments; and
 - The staff member is satisfied that there will have been an adverse impact on your ability to submit your assignment.

Evidence

2.1 Your evidence should confirm the **impact upon you** of your circumstances at the time of the assessment as decisions will be made solely on your statement and supporting evidence.

2.2 Accepted forms of evidence could include:

- A medical certificate
- A crime reference number with written evidence from police
- A letter written by some other appropriately qualified professional on headed paper.
- Staff supporting statements subject to the conditions in 1.6.

Reponses

2.3 Please use [this link](#) to access the form. You will receive a response from the Assistant/Learning Area Manager within two working days of your request.

2.4 If your request for an extension is granted, then your email response will include the new deadline. Submissions after this extended deadline will be treated as late submissions as per Awarding Body guidelines.

2.5 If your request for an extension is not granted, then the original submission deadline stands and late submissions will be treated as per Awarding Body guidelines meaning you could risk being awarded 0 for your work.

2.6 If the deadline has not yet passed, you may try to obtain further evidence and resubmit the request.

2.7 Further extensions for the same assignment will not be permitted.

Appendix 2



Coleg Gŵyr Abertawe
Gower College Swansea

Assignment Extension Request

Before completing this form, please refer to the [Gower College Swansea Extension Guidance](#) to ensure that an extension is suitable for your circumstances. If you feel that your performance will still be impacted by your circumstances, even with additional time, then you should speak to your lecturer and/or the Assistant/Learning Area Manager.

Student Name:	
Student ID:	
Course:	
Unit:	
Lecturer:	
Tutor:	
Due Date:	
No of working days required: <i>Please be aware that this is a request and is not a guarantee.</i>	

Reason for Application:

Please provide a brief explanation of why you are applying for an extension. If you are unable to provide any further evidence, you must confirm that you have provided a true and honest account of your circumstances.

I confirm that I have provided a true and honest account of my circumstances and understand that if I do not adhere to original or extended deadlines then I could face penalties and/or action under the Gower College Swansea Student Code of Conduct.

Please attach any supporting evidence to the email. This could be a medical certificate, a supporting statement from a Student Support Officer or Pastoral Coach or any other acceptable evidence as outlined in the Extension Policy.

Please send this completed form along with your supporting evidence to:

Notice of Controlled Assessment

Subject:		Level:	
Curriculum Leader:			

Date	Time	Room	Number of Learners	Hours

Learners with Access Arrangements:

Student ID	Name	Access Arrangements

I confirm that I have arranged relevant IT provision for all sessions, where this is appropriate.

I confirm that I will manage the secure storage of all learner notes/USB sticks in between sessions.

Notes for Invigilators: **please include here any specific controls that need to be in place for the sessions.*

Signed: _____ (Curriculum Leader)



Authorised Absence Request

Before completing this form, please refer to the Gower College Swansea [Authorised Absence Guidance](#) to ensure that an authorised absence is suitable for your circumstances. If you feel that your performance will still be impacted by your circumstances, even with additional time, then you should speak to your lecturer and/or the Assistant/Learning Area Manager.

Student Name:	
Student ID:	
Course:	
Unit:	
Lecturer:	
Date of missed session:	

Reason for Application:

Please provide a brief explanation of why you are applying for an extension. If you are unable to provide any further evidence, you must confirm that you have provided a true and honest account of your circumstances.

I confirm that I have provided a true and honest account of my circumstances and understand that if I do not attend the timetabled controlled sessions, which include rearranged sessions, then I could face penalties and/or action under the Gower College Swansea Student Code of Conduct.

Please attach any supporting evidence to the email. This could be a medical certificate, a supporting statement from a Student Support Officer or Pastoral Coach or any other acceptable evidence as outlined in the Authorised Absence Guidance.

Please send this completed form along with your supporting evidence to the Curriculum Leader of the subject concerned.

Appendix 5



Coleg Gŵyr Abertawe
Gower College Swansea

Review of NEA Request

Following the publication of your provisional internally assessed Units, you are now able to request that the college reviews your marked work, if you feel that an error has been made that affects the accuracy of that mark. This is in line with JCQ guidance and the college's Assessment, Appeals and Malpractice Policy.

In completing this form you acknowledge that you are requesting a review of your mark and that the outcome of the review may result in your mark remaining the same, being lowered or raised.

Further, when your marks are submitted to the exam board, they are subject to external moderation and so your mark could once again remain the same, be lowered or raised.

If you want to review your grade please complete the following questions and submit the form.

Student Name:	
Student ID:	
Subject for Review:	
Mark Awarded:	

Which type of marking error have you identified:

- an administrative error
- a failure to apply the marking criteria to my work
- an unreasonable exercise of academic judgement.

Reason for Application:

Please provide a short explanation of what error you think occurred and how this has impacted your overall mark.

Please send this completed form to the Quality Development Manager responsible for the subject concerned.

Appendix 6

Reviews of Marking – Centre Assessed Marks *(GCE Coursework, GCE and GCSE non-examination assessments, Project qualifications)*



Gower College Swansea 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. Gower College Swansea 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. Gower College Swansea 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. Gower College Swansea 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. Gower College Swansea will, having received a request for copies of materials, promptly make them available to the candidates.
4. Gower College Swansea will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for review of marking must be made in writing accompanied by the relevant fee.
6. Gower College Swansea 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. Gower College Swansea 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. Gower College Swansea will instruct the review to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Gower College Swansea and is not covered by this procedure.