

Non-Examination Assessments – Review of Centre-Assessed work

1. From September 2017, departments whose examination specifications contain Non-Examination Assessments [NEAs] which are assessed **internally** as part of a public examination course **must** inform candidates of their marks. Candidates have the right to request a review of the mark awarded by the centre.
2. This applies to all examination specifications which use centre-assessed NEAs offered by the JCQ Awarding Bodies (AQA, CCEA, OCR, Pearson Edexcel and WJEC/Eduqas). It does not apply to examinations offered by CIE.
3. When setting timelines for NEAs, departments should appoint one teacher to conduct any potential review of marking. This teacher must not have had any part in the assessment of any candidate seeking a review. Where it is not possible to appoint a member of the teaching staff to conduct a review of marking (for example in smaller departments, where all teachers are involved in internal moderation), an outside reviewer should be appointed by the Head of Department or Assistant Head, Curriculum.
4. Candidates will be allowed **five working days** following the release of marks to appeal against their marks. No appeals will be accepted after the deadline.
5. When releasing marks for NEAs, departments must make candidates aware of their right to access their scripts. The process of script access will be decided by each department; it may involve candidates meeting with their teacher to review their script or performance at a specified time, or it may involve teachers providing photocopies of scripts for candidates. When releasing marks to candidates, departments should also make them aware of the process of internal moderation that has occurred. In most cases this will mean that the work has been assessed at least twice. Candidates should be made aware of the fact that the chances of further mark changes are limited.
6. If a candidate still wishes to request a review of the mark awarded, s/he must do so formally to the relevant Head of Department, in writing or via email, setting out the grounds for the review. At this point, the Assistant Head, Curriculum should be informed of the review request. The Head of Department should reply formally to acknowledge the review request and to outline the process and time scale as per this policy.
7. **The Head of Department must inform candidates that there is no grade protection, and that reviews may result in marks being raised, being confirmed, or being lowered.**
8. A review fee will be payable, in line with the priority re-mark fee charged by Awarding Bodies. **In 2017/18 this fee will be £45 for each component for which a review of the marking is requested.** Candidates and their parents must be informed of this and payment must be made by cheque.
9. The review process must be overseen by the Head of Department and conducted by the teacher appointed by the department to complete the marking review. The teacher responsible for the review must check that all school and Awarding Bodies procedures with regard to NEAs have been followed and that the moderation process was carried out appropriately and correctly. The teacher conducting the review should then review the marking of the relevant piece(s) of work with sight of the original mark.
10. When the review process has been concluded, the candidate must be informed formally by the Head of Department of the outcome. The Assistant Head, Curriculum should also be informed of the outcome. Relevant feedback and justification for the outcome of the review should be provided to the candidate and the Assistant Head, Curriculum.
11. When setting internal deadlines for the completion of NEAs, department must ensure that they allow enough time for the work to be assessed and internally moderated, for candidates to submit an appeal (five working days) and for a review of the marking to be carried out, bearing in mind the Awarding Bodies' deadlines for the submission of NEAs.

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