



Policy for Review of Marking - Internal Assessment

St John's Marlborough

Policy for review of marking – internal assessment

This policy applies to internal assessments for the qualifications listed in Appendix I. Such assessments are usually referred to as non-exam assessment (NEA) or coursework.

St. John's is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- Where more than one teacher is involved in marking students' work in a subject, the consistency of internal assessment is assured through internal standardisation as set out by the examination boards.
- Staff responsible for internal standardisation and assessment attend any compulsory training sessions organised by the examination boards.

Review of marking of internally assessed work

Students have a right to request a review of the marking of any internally assessed component (NEA, coursework etc.) before marks are submitted to the exam board.

Students **must** be reminded of this right when marks for internally assessed work are given to them.

A student must notify the school if they are considering asking for a review of marking. This may be done by speaking to their subject teacher or the subject leader, who must contact the Exams Officer (Mrs Wyatt) who will then liaise with the student. This contact should best be made by email so that it is recorded.

When considering or submitting a review, we would expect students to be supported by a parent or carer. Whilst the right of appeal rests with the student, it would be acceptable for communication to be conducted through a parent and for a parent to accompany a student when viewing any original assessment materials.

The student may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This may include work submitted for assessment and the appropriate assessment criteria.

St. John's will, having received a request for materials, promptly make them available to the student. This will either be copies of written work or the originals viewed under supervised conditions, if some or all of the work is not written. Students may be accompanied by a parent if viewing work under supervised conditions.

St. John's will provide the student with sufficient time, normally five working days from the date when marks are issued, to allow them to express an interest in a review, inspect copies of materials, reach a decision and submit a request for a review of marking.

St. John's will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests cannot be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review. These grounds should make explicit reference to the assessment criteria and identify where the student feels the criteria have not been correctly applied when marking their work. Requests should normally be on the *Request for a Review of Marking – Internal assessment* form.

There is a fee for a review of marking, set annually at a level commensurate with the fees set by exam boards for reviews of marking of external components. This fee is set at a standard rate for each component and reflects the additional work undertaken by the school to process and conduct the review. Fees must be paid before a review is undertaken and will be reimbursed if the outcome of the review is a change in the mark.

The written request will be considered by the Assistant Vice Principal (Exams) who will determine if there are valid grounds to conduct a review of marking. If the AVP determines there are not valid grounds, the student has a right of appeal against this decision to the Principal, who may delegate the decision on such an appeal to another member of the school's senior leadership team,

St. John's 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 for the submission of marks.

St. John's will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

St. John's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre; the reviewer will not re-mark the work. The review of marking cannot consider the quality of teaching or any other issue. St. John's will inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Statement for students

This statement must be given to students whenever internal assessment marks are issued to them.

“You have a right to request a review of the marking of any internally assessed component of an exam course. (This includes NEA, BTEC assignments, all work for the EPQ.) If you have concerns about the marking of internally assessed work for public exams you should raise your concerns with your teacher or the subject leader who will refer your concern to the Exams Officer, Mrs Wyatt (awyatt@stjohns.excalibur.org.uk), as soon as possible; she will then contact you.”

Statement for parents

This statement should be published to parents in communications about examinations in years 10 to 13.

“Your child has the right to request a review of the marking of any internally assessed component of an exam course. (This includes NEA, BTEC assignments, all work for the EPQ.) If they have concerns about the marking of internally assessed work for public exams they should raise their concerns with their teacher or the subject leader who will refer the concern to the Exams Officer, Mrs Wyatt (awyatt@stjohns.excalibur.org.uk), as soon as possible. We understand that parents will support this process and you are welcome to contact the relevant people on behalf of your child. You can find details of the review process in our Policy for review of marking – internal assessment on the Exams page of our website.”

Informing students of marks for internally assessed components

Level 1/2 Tech Awards and Level 3 vocational qualifications

Students will be given assignment marks on standard feedback sheets.

GCSE, A-level and EPQ

Students will be sent an email to their school email address stating the mark achieved and advising them of their right to request a review of marking.

This letter will be copied to parents/carers.

Version	5.1
Policy reviewed	November 2023
Next review date	November 2024
Person responsible	Mr D Rogan Assistant Vice Principal

Deadlines for requests for reviews of marking of internal assessment 2023-24

January series

Qualification	Submit marks to Exams Office: 3pm on	Student requests review of marking: 3pm on	Submit marks to exam board
EPQ	11.12.23	18.12.23	09.01.24

Marks must be entered into the SIMS marksheet by the teacher or subject leader by the date shown above.

Students (and parents) will be informed of the mark by email sent by the Data Manager on the day following the deadline for submission to the Exams Office.

Summer series

Qualification	Submit marks to Exams Office: 3pm on	Student requests review of marking: 3pm on	Submit marks to exam board
GCSE Art & Design	09.05.24	16.05.24	23.05.24
GCSE All other subjects	19.04.24 ¹	26.04.24	03.05.24
A-level Art & Design	09.05.24	16.05.24	23.05.24
A-level All other subjects	30.04.24	07.05.24	14.05.24
EPQ	30.04.24	07.05.24	14.05.24

Marks must be entered into the SIMS marksheet by the teacher or subject leader.

Students (and parents) will be informed of the mark by email.

Internally assessed units of level 1/2 Tech Awards and Level 3 vocational qualifications

The right to request a review is available for all internally assessed assignments, which have deadlines set throughout the course.

Students must be given marks as soon as possible when assignments have been marked and internal verification is completed.

At this point students should be advised that they have a right to request a review of marking and a formal request should be made within 5 working days of their being given marks.

¹ Note that this is the Friday immediately following the Easter holiday.

Once a formal request has been received a review of marking will be conducted as quickly as possible, with the aim of completing the review within 5 working days.

Marks should not be submitted to the exam board until all reviews of marking have been completed.

Appendix I Subjects with internally assessed components

GCSE

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|--------------------------------|---|
| • Art & Design (Fine Art) | Portfolio and externally set assignment |
| • Art & Design (Graphics) | Portfolio and externally set assignment |
| • Art & Design (Photography) | Portfolio and externally set assignment |
| • Art & Design (Textiles) | Portfolio and externally set assignment |
| • Design & Technology | NEA |
| • English Language | Spoken language endorsement |
| • Food Preparation & Nutrition | NEA |
| • Music | NEA |
| • Physical Education | NEA |

Technical Awards – level 1/2

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|-------------------------------------|-----------------|
| • Creative Media Production (Media) | All assignments |
| • Performing Arts (Drama) | All assignments |
| • ICT | All assignments |
| • Sports Studies | All assignments |

A-level

- | | |
|--|---|
| • Art & Design | Portfolio and externally set assignment |
| • Computer Science | NEA |
| • Design & Technology: Product Design | NEA |
| • English Language | NEA |
| • English Literature | NEA |
| • Geography | NEA |
| • History | NEA |
| • Music | NEA |
| • A-level Sciences (Biology, Chemistry, Physics) | Practical skills endorsement |

Project

- Extended Project Qualification (EPQ)

Level 3 Vocational courses

- | | |
|---|---------------------------|
| • Creative Digital Media Production (Media) | All assignments |
| • Food Science & Nutrition | Internally assessed units |

- Forensic Investigation All assignments
- Health & Social Care All assignments
- Performing Arts (Drama) All assignments
- Sport & Physical Activity All assignments