

St Aidan's and St John Fisher Associated Sixth Form Non-Examined Assessment Policy

**(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments and Project qualifications)**

St Aidan's & St John Fisher Associated Sixth Form is committed to ensuring that whenever subject 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. St Aidan's & St John Fisher Associated Sixth Form is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. St Aidan's & St John Fisher Associated Sixth Form 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. A request by the candidate for copies of materials to assist them in considering whether to request a review of the centre's marking must be made **within 2 working days** of being informed of their centre assessed marks. Once the Associated Sixth Form has received a request from the candidate for copies of materials these will then be made available to the candidate **within 2 working days**. Please note: Grade boundaries are not available until the awarding process has taken place in the summer. Therefore, staff will not be able to inform students what grade their mark will equate to.
2. St Aidan's & St John Fisher Associated Sixth Form will inform candidates that reviews can only be requested on the basis of errors in the application of the mark scheme or wider failings of the standardisation procedure and cannot provide opportunities for a second opinion on the mark or address perceived failings in the preparation for the assessment.
3. St Aidan's & St John Fisher Associated Sixth Form will provide candidates with **5 calendar days** after a candidate has received copies of requested materials to subsequently request a review of the centre's marking. Requests for a review of marking **must be made in writing using the Internal Appeals Form** which is available on request from the Exams Officer. Requests will not be accepted after this deadline.
4. St Aidan's & St John Fisher Associated Sixth Form will allow **5 calendar days** 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 submission of the centre's marks.
5. St Aidan's & St John Fisher Associated Sixth Form 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.
6. St Aidan's & St John Fisher Associated Sixth Form will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. St Aidan's & St John Fisher Associated Sixth Form will inform the candidate in writing of the outcome of the review of the centre's marking.

8. 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. Should the review highlight any irregularity in procedures, the awarding body will be informed immediately.

Please Note:

After candidates' work has been internally assessed it is moderated by the awarding bodies to ensure consistency in marking between centres. The moderation process carried out by the awarding bodies may therefore result in a mark change either upwards or downwards, even after an internal review has taken place, so should therefore **be considered provisional**. This process is outside the control of St Aidan's & St John Fisher Associated Sixth Form and is not covered by the review procedure.