

NON-EXAMINED ASSESSMENT POLICY

Version 2.0

Review by Bernie Saleh:	November 2018
Adopted by Governing Body:	N/A
Next Full Review Due:	Autumn 2022
Reviewer:	S White
Key Link:	Christos Patsalis

NON-EXAMINED ASSESSMENT POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

A. Statement of Principle

East Barnet School 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. East Barnet School 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.

B. Requirements

1. East Barnet School 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. East Barnet School 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. East Barnet School will, having received a request for copies of materials, promptly make them available to the candidate.
4. East Barnet School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. East Barnet School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
6. East Barnet School 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. East Barnet School 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. East Barnet School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. East Barnet School will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.
11. 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 internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

FORM FOR STUDENTS TO REQUEST A REVIEW

APPENDIX

GCSE REVIEW OF COURSEWORK MARKS

DEADLINE: FRIDAY 5th APRIL- MID-DAY

I give consent for a review of coursework marks to be carried out for the following subject(s):

SUBJECT	EXAM BOARD	CODE

Student Name:..... CandidateNo:.....

Student Signature:.....

In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

SUBMISSION TIMELINE 2019

APPENDIX 2

1) For all GCSE and A-Level subjects:

Friday 15th March- Final coursework to be handed in to subject teacher

2 week marking window

Thursday 21st March- students informed in assembly and letters sent to parents

Week commencing **Monday 1st April**- grades to be given to students

Friday 5th April- student appeals handed in

Verification period

Friday 3rd May- Final verified grades submitted to Bernie

Monday 13th May- Bernie submits all grades.

2) For B Tech and Cambridge National subjects subjects:

Faculties will set an appropriate timeline that ensures final marks will be submitted to the exam board by their given deadline.

This will take into account the time needed to complete the process of: assessing students work , moderation, feedback to students, enabling students to appeal, remarking by a different member of staff and notification of final result to student before the deadline of exam board submission.

For 2019, the following timeline has been agreed for GCSE and A-level Technology subjects:

Friday 5 April- Final coursework to be handed in to subject teacher

All work marked, assessed and moderated by **Fri 26 Apr**

Monday 29th- Tues 30th April - students informed of their result and given the opportunity to request a review.

Friday 3rd May – Deadline for students to appeal (via form)

Monday 6 May – Fri 10 May – Verification & adjustment of grades

Friday 10th May- Final verified grades submitted to Bernie

Mon 13th May- Bernie submits all grades.

FORM FOR MODERATION OF CHALLENGED GRADE

GCSE REVIEW OF COURSEWORK MARKS

NAME OF STUDENT:

SUBJECT:

INITIAL MARK AWARDED:

TEACHER:

I have reviewed all the assessment criteria issued by the exam board and reviewed the coursework.

The mark will remain the same / Change mark to.....(delete as appropriate)

Signed:

Position:

Date:

Please return to the HoD/HOF to amend grades

On completion please pass to Bernie Salah