



Watford Grammar School for Girls

Non-Examination Assessment Policy

**Reviews of marking - centre assessed marks
(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments)
Issued December 2018**

1. Purpose

Watford Grammar School for Girls (WGGG) 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.

2. Process to assess Non Examined Assessment

2.1. Initial Assessment

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill. WGGG 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 standardisation and moderation will ensure consistency of marking.

2.2 Moderation

Once candidates' work has been marked, and internal moderation completed, the candidate will receive her mark. This will be returned to her on the WGGG 'NEA mark' sheet. This sheet will also have details of the measures which are in place to ensure accurate marking and moderation, and information about how to request a review.

3. Process for a candidate to request a review

The candidate may also request a copy of the mark scheme which has been applied to her work, to help her understand her mark. The process which will be followed with any candidate requesting a review will be as follows:

- The candidate will need to complete a WGGG 'Request for NEA mark review' form. She will need to sign this form. On this form, the student will need to state, precisely, the areas of her work which she feels have been wrongly assessed. By signing, she will acknowledge that the review may lead to a change in her mark, and this change could involve the mark going up or down, or staying the same.
- She will need to return this form, either in person or electronically, to the Examinations Officer.
- There will be a strict deadline for the return of this form:
 - a. The deadline will be printed on the 'NEA mark' sheet. The deadline will be at 4pm on the fifth school day which follows the day on which the candidate received her mark. For example, if the candidate receives her mark on a Monday, she must return the form to the Examinations Officer by 4pm on Monday of the following week.
 - b. Reviews will not be completed if forms are returned after this deadline.
 - c. This deadline is necessary to ensure that the review can be completed before marks are submitted to the Awarding Body. The school does not want the marking review process to lead to additional restrictions, for all candidates, on the time available to complete their NEA. This means it is necessary to limit the amount of time available to request a review of marking.
 - d. Candidates will be charged when they request a review of an NEA mark. The purpose of this is to cover the staff and administration costs associated with the process. All money collected in this way will be kept separate from general school funds, and will only be used for costs linked to the public examination system. The charge made will be in line with the charges made by Awarding Bodies for Enquiries about Results. If an NEA mark is adjusted as a result of the review, the candidate will be refunded any money she has paid. The school will make provision

to ensure that Pupil Premium students (and those KS5 students experiencing severe financial hardship) are able to request NEA reviews without payment.

- Once a 'Request for NEA mark review' form has been received, the Examinations Officer, in consultation with the Senior Leadership Team, will arrange for a review of the mark awarded to the NEA. The review will be conducted 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.
- When the review has been completed, the candidate will be informed in writing of its outcome.
- 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.

4. Timeline for review

Students must submit NEA to their teachers by the internal deadline set by the teachers in order for the process outlined in this document to apply. The school cannot guarantee that it will be able to offer the a review of marks, as set out above, if work is submitted late.

5. Outcome of review

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 WGGS and is not covered by this procedure.

Appendix one: NEA mark sheet

NEA Mark

Student:

Piece of work:

Mark awarded for the work:

Understanding how your work has been assessed:

Your work has been assessed in school. You can be confident that the mark you have been awarded is accurate.

A rigorous process has been followed to ensure that your mark is the right one. In particular, the teachers marking this work:

- Have received guidance from the Awarding Body.
- Have followed detailed mark schemes.
- Have worked together to complete a moderation process. This means they have looked at examples of one another's marking, and ensured that work is being marked in a consistent way.

The Awarding Body will request a sample of the work which has been assessed in school, and ensure that this work is marked to the correct standard.

Requesting a review of your mark:

If you feel your work has been incorrectly assessed, you may request a review of the mark. However, you should be able to identify why you feel this is necessary. The school is confident that your work is marked accurately.

If you wish to request a review, you must follow this process:

- You must think carefully about your work, and look closely at the mark scheme which has been used to assess it. You need to be able to state why you feel your work should have been awarded a higher mark.
- You must complete the NEA review form.
- **You must sign this and return it to Mrs King by**
- There is a charge for a review of the mark. This is £ XX . This is to cover the costs of completing the review. If you are experiencing financial hardship but wish to request a review of mark, speak to Mr Cowling or Mrs King in confidence.

If you do not meet the deadline, it may not be possible to review your work.

Appendix two: Request for an NEA mark review sheet

Name:

Form:

Candidate number:

Full title of the piece of work for which you want a review of the mark:

Subject area for which this work was produced:

Please explain why you feel a review of the mark is needed. You should refer to the mark scheme and your work as you do this. You should explain what aspects of your work you feel have been assessed inaccurately.

I understand that the mark for my work may remain the same, or may go up or down as a result of this review. I understand that I shall have to accept the mark I am given as a result of the review process.

Signature:

Date: