



## Examinations Non-Examination Assessment Review Policy

*Reviewed February 2022*

### 1. AIMS

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

### 2. GUIDING PRINCIPLES

- 2.1 The Governors and School appreciate the responsibility of running an exam centre and to this end adopt the policies suggested by JCQ.
- 2.2 This procedure confirms Loreto College's compliance with JCQ's General Regulations for Approved Centres 2021-2022, section 5.7, ie that the centre has in place and is available for inspection "a written internal appeals procedure relating to internal assessment decisions that it ensures that details of this procedure are communicated and made widely available and accessible to all candidates" and that the centre "informs candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."
- 2.3 Certain components of GCSE and GCE qualifications, legacy GCE coursework, GCE and GCSE non-examination assessments, that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.
- 2.4 All deadlines for the current examination session will be shown on the school website.
- 2.5 The Governors and School recognise their obligations under the General Data Protection Regulations (GDPR). To this end there is an additional GDPR document specifically related to the examinations process.

### 3. REVIEW PROCEDURES

- 3.1 Loreto College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.
- 3.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Loreto College 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.

- 3.3 On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.
- 3.4 Loreto College will ensure that candidates are informed of their centre assessed marks in a timely manner so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 3.5 Loreto College will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
- 3.6 Loreto College will, having received a request for copies of materials, promptly make them available to the candidate.
- 3.7 Loreto College will provide candidates with sufficient time to review copies of materials and decide whether to request a formal review of marking.
- 3.8 Requests for reviews of marking **must** be made by completing the **Non-Examination Assessment Marking Review form**.
- 3.9 Loreto College 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.
- 3.10 Loreto College 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 outcome of the review.
- 3.11 Loreto College will instruct the reviewer to ensure that the marking of the candidate's work is consistent with the marking of work by other candidates in the same centre.
- 3.12 The candidate will be informed in writing of the outcome of the review of the centre's marking. This outcome will determine the mark which will be forwarded to the exam board. This cannot be contested.
- 3.13 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
- 3.14 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 Loreto College and is not covered by this procedure.
- 3.15 Procedures for appealing a moderated Non-Examination Assessment Mark are outlined in our Post Results Services and Appeals Policy.