

Reviews of marking - centre assessed marks (GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

September 2022 to August 2023

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Northampton International Academy (NIA) and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body 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.

Principles relating to Centre Assessed Marks

NIA 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. NIA 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.

Internal Review of Marking Procedure

The purpose of this procedure is to confirm the arrangements at NIA for dealing with candidate appeals relating to internal assessment decisions. This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
 - before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking
1. NIA 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. NIA will inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
 3. NIA 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.

4. NIA will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
5. NIA will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
6. NIA will provide a clear deadline for candidates to submit a request for a review of the centre's marking; this deadline is within three working days of the candidate receiving copies of the requested materials. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
7. NIA 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; sufficient time is considered to be two working days.
8. NIA 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.
9. NIA will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. NIA will inform the candidate in writing of the outcome of the review of the centre's marking.
11. 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.