

The Sixth Form College, Colchester – Non Examined Assessment (NEA)

Including: Formal Internal Mark Review Policy

The Sixth Form College, Colchester 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 associated subject-specific documents. All Non-Examined Unit (NEA) schemes of work will be conducted within the JCQ and exam board regulations.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. A number of processes are in place to ensure that NEA units are accurately and fairly marked. This will include many or all of the following:

- a. Regular attendance at of subject teachers at exam board training where offered; materials and good practice shared within the department, formally and informally.
- b. Keeping abreast of developments in AI in relation to course and detection methods.
- c. An Internal Moderation/Standardisation process which may include double marking of many or all pieces of work to ensure consistency of marking.
- d. Feedback from the External Moderator's report shared and discussed within teaching teams
- e. Random allocation of marking, whereby Subject Tutors do not necessarily mark their own students work
- f. Sampling by subject leader following the completion of the marking process

Candidates should be given materials to assist them in ensuring their work meets the requirements of the assessment objectives (usually during lessons, via the subject's Moodle page or in a subject handbook). It is a requirement that students undertaking an NEA unit read all materials provided by the department in preparation for completing the task. These might include:

- a. Briefing and training - Students will be briefed at the start of the unit on expectations and standards of academic honesty. For some students, this might be the first time they have undertaken such an extended, independent project and no prior knowledge should be assumed.
- b. Guidance on how to correctly reference wider reading (whether quoted directly or not), including AI.
- c. Exemplar completed coursework (of a variety of marks) – or excerpts, where departments have a concern regarding the temptation of plagiarism.
- d. Assessment Objectives/Mark Scheme

- e. Explanation of how the mark scheme has been applied to the above exemplar coursework
- f. Excerpts from Moderator's reports where appropriate
- g. Materials gathered from exam board training where appropriate and available
- h. Other materials in order to explain to students how to meet the requirements of Assessment Objectives.

Students should be aware that NEA coursework is subject to external moderation, meaning that some or all of candidates' work from a centre is sent to the exam board. Exam boards can, and frequently do, adjust some or all of the marks awarded by a centre. This process is out of College's control, although departments are expected to act on feedback from exam boards to ensure the accuracy of their marking in subsequent series.

It is a JCQ requirement that teaching staff must ensure that candidates have been clearly informed of their final centre-assessed mark and given the opportunity to have this independently reviewed prior to marks being submitted to awarding bodies. Students should be informed of the raw mark only, which it is not possible to convert into a specific grade. Exam boards can, and do, make significant adjustments on an annual basis to the grade boundaries.

Formal Internal Mark Review Policy

This Policy applies to A, AS, EPQ and GCSE subjects as a JCQ requirement. College regards it as good practice that it also applies to BTEC or other Applied General subjects, as appropriate. It applies to GCSE English Speaking and Listening marks and A level Science Practical units.

The Formal Internal Marking Review policy is available on the Exams area of Moodle which all students are automatically enrolled on to and are encouraged to read.

Under this policy, Students must be clearly told their final coursework mark in sufficient time that they may request a review of the centre's marking before marks are submitted to the awarding body.

Students unhappy with their final coursework marks should consider the coursework process as a whole and whether the mark awarded reflects the advice that was given and to what extent this was acted on. Students should remember that there are significant restrictions on teaching staff due to JCQ and exam board rules concerning the amount of assistance that can ethically be given during the drafting process.

In the first instance, a student who believes their coursework to be inappropriately marked should have a discussion with their Subject Tutor to seek reassurance and explanation of how the mark was awarded.

Where the student believes that a mark has been inappropriately awarded, a request for a Formal Internal Marking Review must be made in writing to the Exams Officer.

The student must state on what grounds they are requesting a marking review. The only grounds on which a review can be requested is that the completed piece of work has been inappropriately marked against the assessment criteria. (If a student feels that they have been poorly taught or insufficient materials/information has been provided in order to complete the task, this is a separate issue and not grounds for a review of the marking). On receipt of this request, a standard form will be issued. Student must be aware that their marks can go down as well as up.

A payment of £50 and submission of a formal request is required before the mark review is initiated. This charge is in line with the cost of a Priority Mark Review by Exam boards for exam units and reflects the time required of an independent person or persons to formally review the mark originally awarded. In the case of smaller subject areas where all coursework is marked by one Subject Tutor, College may need to employ an external reviewer.

The purpose of a Formal Internal Mark Review is to ensure that the candidate's mark is consistent with the standard set by the centre, meaning that the mark awarded to piece of work in question is in line with the marks award to other candidates' work of that standard at this centre.

Candidates whose work has already been internally moderated and those who did not meet the department's formal final deadline (but who still wish their work to be submitted) are not entitled to a Formal Internal Mark Review.

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. From the date of being formally notified of their marks, students have 5 full working days to open a Formal Internal Marking Review. The Formal Internal Mark Review is to be completed within 10 working days. 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 review. This is likely to be the Subject Leader or Head of Department.

The candidate will be informed in writing of the outcome of the review of the centre's marking within 10 days of the completion of the Formal Internal Marking Review.

The Formal Internal Marking Review represents a formal appeal against the mark initially awarded by the centre. The mark awarded by the Formal Internal Marking Review is final and there is no further right of appeal. Once the student has been clearly told their final mark, there is no further opportunity to further develop the piece of work in order to attempt to improve the mark. This remains the case during and after the Formal Internal Mark Review.

The outcome of the review of the centre's marking will be made known to the Principal and the Exams Officer. 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.

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 College and is not covered by this procedure.