



## NON-EXAMINATION ASSESSMENT POLICY

### Reviews of Marking – For all Centre Assessed Marks

Farnborough Hill 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 is marked by staff who have appropriate knowledge, understanding and skill. Farnborough Hill 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.

Once candidates' work has been marked, and internal moderation completed, each candidate will receive her mark. This will be returned to her on the **Farnborough Hill 'NEA Mark Sheet'** (an example of which can be found in Appendix A). This document 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. The candidate may also request a copy of the assessment criteria that have applied to her work, to help her understand her mark.

If a candidate is satisfied with her mark and believes that it reflects the standard of work submitted, there is nothing further to do other than return the NEA Mark Sheet to her teacher. If, however, she wishes to request a review of her marking, the process is as follows:

1. The candidate will need to complete a **Farnborough Hill 'Request for NEA Mark Review'** form (see Appendix B for an example). The candidate will need to sign this form. On this form, the candidate 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 down. **In addition, a parent must countersign the form to acknowledge and accept that a £35.00 administration fee will be added to their school bill for this review.**
2. She will need to return this form to the Examinations Officer.
3. There will be a strict deadline for the return of this form:
  - a. The deadline will be printed on the **Farnborough Hill 'NEA Mark Sheet'**. The deadline will be **five working days** from 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 the end of the following Monday.
  - 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 examination board. 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.

4. Once a 'Request for NEA mark review' form has been received, the Examinations Officer, in consultation with the Deputy Head (Academic) and the Assistant Head, 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 ie no personal connection through family or friendship. If the review must take place remotely, then the original materials will be held at the centre, with the reviewer being provided with copies of the candidate's work.
5. When the review has been completed, the candidate will be informed in writing of its outcome.
6. The outcome of the review of the School's marking will be made known to the Head of Centre and will be recorded. A written record will be kept and made available to the awarding body upon request. Should the review of the School'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 Farnborough Hill and is not covered by this procedure.

This policy is reviewed annually by the Deputy Head (Academic) and the Assistant Head.

The next review is due in January 2019.

## NON-EXAMINATION ASSESSMENT MARK SHEET

*For all centre assessed marks*

**Candidate Name:**

**Candidate Number:**

**Series:**

**Subject:**

**Unit / Component:**

**Mark awarded:**

**Date of receipt of work and mark:**

**Explanation of how my work has been marked and moderated:**

**The moderation process may lead to mark changes. As with any component of a public examination, you will not know your final marks until you receive your results. This process is outside the control of Farnborough Hill.**

## Next Steps

If, having studied your marked work and, having read the information on the Non-Examination Assessment Mark Sheet, you are satisfied that the mark awarded is a fair reflection of the standard of work submitted, there is nothing further to do.

If, however, you believe that this is not the case, please follow the instructions detailed in the Review Process section (*below*).

Please also remember that your work has been internally assessed at Farnborough Hill and that the mark awarded is not a final mark. The final mark will be awarded by the examination board after they have completed an external moderation of the Non-Examined Assessment in this subject. This final mark will be published alongside the results for all other examined and non-examined assessments when you receive your results.

## Review Process

1. You will need to complete a Farnborough Hill 'Request for NEA mark review' form. You will need to sign this form. On this form, you will need to state, precisely, the areas of your work which you feel have been wrongly assessed. **By signing, you will acknowledge that the review may lead to a change in your mark, and this change could involve the mark going down.**
2. A parent must countersign your 'Request for NEA Mark Review' to acknowledge and accept that a £35.00 administration fee will be added to their school bill for this review.
3. You will need to return this form, either in person or electronically, to the Examination Officer.
4. There will be a strict deadline for the return of this form:
  - a. The deadline for the return of this form is **4:00 pm on Friday 4 May 2018**
  - 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 Examination Board. 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.
5. Once a 'Request for NEA mark review' form has been received, the Examinations Officer, in consultation with the Deputy Head (Academic) and the Assistant Head, 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 ie no personal connection through family or friendship.
6. When the review has been completed, the candidate will be informed in writing of its outcome.
7. The outcome of the review of the School's marking will be made known to the Head of Centre and will be recorded. A written record will be kept and made available to the awarding body upon request.

**REQUEST FOR NON-EXAMINATION ASSESSMENT  
MARK REVIEW**

**Candidate Name:**

**Candidate Number:**

**Series:**

**Subject:**

**Unit / Component:**

**Mark awarded:**

**Date of receipt of work and mark:**

**Date by which this form must be  
returned to the Examinations Officer:**

**(5 working days from receipt of mark)**

**Grounds of appeal:**

**Please state, precisely, the areas of your work which you feel have been wrongly assessed with reference to the examination board's published assessment criteria.**

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**(Student) I acknowledge by signing that the review may lead to a change in my mark, and that this change could involve the mark going down.**

\_\_\_\_\_ (Candidate) \_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Date)

**(Parent) I acknowledge and accept that a £35.00 administration fee will be added to my school bill for this review.**

\_\_\_\_\_ (Parent) \_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Date)

Received: \_\_\_\_\_ (Examinations Officer) \_\_\_\_\_ (Date)