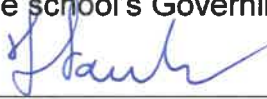





Ash Villa School

**NON-EXAMINATION ASSESSMENT
POLICY (including Legacy
Controlled Assessment)**

NON-EXAMINATION ASSESSMENT POLICY

This policy is due for review:	Spring Term 2018/19
Member of staff responsible for policy:	Leigh Bentley
Approved by the school's Governing Body:	
Signed: 	Chair of Governors
Signed: 	Headteacher

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

At Ash Villa School it is usual for students taking non-examination assessments to be on roll of a main educational provision. In these circumstances whilst the assessment is completed at Ash Villa School it is marked by the main educational provision's staff. In the rare event of a student single rolled at Ash Villa School having to complete non-examination assessment(s) the school would ensure that staff marking the assessment are suitably trained and aware of JCQ requirements. If this could not be provided then Ash Villa School would outsource the marking of the assessment, for example through informal partnerships held with local schools or through buying in subject-specific agency staff to complete the assessment.

Ash Villa School 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.

Ash Villa School ensures that all centre staff follow this policy for the management of GCE and GCSE non-examination assessments. Ash Villa School follows all procedures relating to non-examination assessments, as detailed in JCQ publications Instructions for Conducting Non-Examination Assessments and Instructions for Conducting Controlled Assessments (legacy GCSE qualifications) along with a non-examination assessment subject specific guidance issued by the relevant awarding body's, for all qualifications delivered by the centre including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ash Villa School

is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Moderation and standardisation procedures ensure accuracy and consistency of marking.

It is the responsibility of the centre to keep live non-examination assessments (work on a topic set by an awarding body or centre for a current or future examination series) confidential and stored safely and securely at all times whilst in their possession.

Internal Appeals

The following procedure ensures Ash Villa School's compliance with JCQ's General Regulations for Approved Centres section 5.8 relating to appeals against internal assessment decisions (centre assessed marks).

On being informed of the centre assessed marks, if a candidate believes that the correct procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to the marking, then the candidate may make use of this appeals procedure to consider whether to request a review of the centre's marking.

- Ash Villa School 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.
- Ash Villa School 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.
- Ash Villa School will, having received a request for copies of materials, promptly make them available to the candidate by the end of the next working day at the latest.
- Ash Villa School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Ash Villa School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 4 working days of receiving copies of the requested materials by completing the internal appeals form (Appendix 1).
- Ash Villa School will allow 4 working days 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.

- Ash Villa School 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.
- Ash Villa School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Ash Villa School will inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made know the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies 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.

Internal appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

