

# Blackfen School for Girls



## Examinations Policy Non Examination Assessment and Controlled Assessment

Head Teacher: Mr M Brown  
Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	September 2021		
Review Date	September 2022		
Review Period	Annually		
Lead Person	DHT, Curriculum	Fiona Minnis	
Prepared by	DHT	Fiona Minnis	
Verified by	Head Teacher	Matthew Brown	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

# Examinations policy: Non Examination Assessment and Controlled Assessment

**This policy covers GCSE controlled assessments, GCE coursework, GCE and GCSE Non-Examination Assessments.**

## Rationale

The purpose of the 'Non Examination Assessments and Controlled Assessment' policy is to ensure that when staff in Blackfen School assess students' work that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

## Outcomes

- Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- Blackfen School is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body.
- Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

## Procedures

Blackfen School will undertake the following actions according to line management responsibilities. **It is the responsibility of Subject Leaders to ensure that the timing of internal assessment allows for the full review process to take place, if required, before the awarding body's deadline for submission.**

1. Requests for reviews of marking **must** be made in writing to the appropriate Subject Leader who **must** inform their Leadership Team line manager and Faculty Leader immediately that an appeal has been made and will investigate the appeal in discussion with an Examinations Officer, as appropriate.
2. The Subject Leader will allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the student of the outcome, all before the awarding body's deadline.
3. The Subject Leader 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 student and has no personal interest in the review.
4. The Subject Leader **must** inform their Leadership Team line manager and Faculty Leader of the assessor who has been appointed to carry out the review of marking.
5. The Subject Leader will instruct the reviewer to ensure that the student's mark is consistent with the standard set by the centre.
6. The student will be informed in writing of the outcome of the review of the centre's marking. The Leadership Team line manager and Faculty Leader **must** also be informed.

The outcome of the review of the centre's marking will be made known to the Headteacher, as Head of Centre and will be logged as a Stage 1 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.

After students' 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 Blackfen School and is not covered by this procedure.

### **Key roles**

**Examinations Team:** To ensure that all reviews of marking are logged accurately and communicated to the correct personnel; to undertake communication with examination boards, as required; to ensure that the review procedure is run according to examination board and JCQ protocols.

**Faculty Leaders:** To support and guide Subject Leaders in following the protocols of this policy to ensure accurate review of students' work; to keep the Leadership Team line manager informed.

**Subject Leaders:** To ensure that their teaching staff inform students 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.

**Teaching staff:** To inform students 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; having received a request for copies of materials, to promptly make them available to the student; to provide students with sufficient time in order to allow them to review copies of materials and reach a decision regarding the assessment of their work.

**Students:** To take responsibility for following lesson guidance in the completion of coursework or controlled assessment by the agreed deadlines; to work to the best of their ability to complete coursework or controlled assessment and to seek help, if required, in a timely and acceptable manner, as explained during the course of lessons; to communicate concerns promptly, at the time, to the lesson teacher and/or Subject or Faculty Leader and to follow the advice provided.

**Parents:** To communicate concerns about the assessment of students' work promptly, and in acceptable manner to the lesson teacher and/or Subject Leader and to follow the advice provided.