



# ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School

15 – 17 Kenilworth Road,  
Leamington Spa,  
Warwickshire,  
CV32 5TW  
01926 778050  
16<sup>th</sup> May 2018

Dear Parents of Art Students in Year 11,

## **RE: Internal Assessments for GCSE, BTEC and GCE Qualifications**

In a number of subjects in both Key Stage 4 and Key Stage 5, a percentage of students' final grade is awarded from non-examined assessments (NEAs).

Following an announcement from Joint Council Qualifications (JCQ), we must inform candidates of the mark awarded for a centre assessment component / unit. To ensure consistency and fairness of marking for all students' work, we follow these rigorous procedures:

### During student completion of NEAs:

- Teaching staff inform students of the non-examination assessment task requirements and the assessment criteria they are expected to meet.
- Teaching staff supervise assessments (at the specific level of control)
- Heads of Faculty instruct their teams of the specification regulations and all teaching staff follow these regulations.
- All students and supervising teachers sign authentication forms on completion of an assessment, as necessary.

### Marking and moderation of NEAs:

- Heads of Faculty provide and ensure appropriate training for teaching staff to prepare them for marking the NEAs. They ensure that staff marking NEAs have the appropriate knowledge, understanding and skill.
- Teaching staff ensure that candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and subject –specific association documents.
- Internal moderation and standardisation takes place where possible and appropriate to ensure consistency of marking

Once this process is complete, we will inform students of any marks they have been awarded for these internally marked assessments before they are submitted to the relevant awarding body. This will be done by 17<sup>th</sup> May 2018. After this date, students may request a review of the marking of an assessment if they believe this process has not been followed. Any review of marking request must be made in writing following the procedures detailed below. **Please note that these requests for a review of marking**

**may only be made where the student has reason to believe that the procedures above have not been followed and our investigation agrees with this.**

Arnold Lodge Appeals procedure:

1. We will, having received a written request for copies of materials, make them available to the candidate within 2 working days
2. We will provide candidates with a further 2 working days in order to allow them to review copies of material and reach a decision
3. Requests must be made in writing within 2 days of receiving requested materials, by completing the **internal appeals form** which can be requested from the examinations officer
4. The deadline for candidates to submit a request for a review of the centre's marking is 21<sup>st</sup> May. Requests will not be received after this deadline.
5. The review will take up to 5 working days and we will inform the candidate of the outcome.
6. The instructions to the reviewer will be to investigate whether the procedures were followed and when this is found not to be the case, to review the mark awarded and ensure that the candidate's mark is consistent with other students' work of the same level and quality.
7. We 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 the candidate, wherever possible and has no personal interest in the review.

The marks awarded to the students for internally assessed assessments will be submitted to the awarding body, but are subject to change and should therefore be considered provisional. 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 process at the awarding body is outside the control of Arnold Lodge School and is not covered by this procedure.**

If you have any questions, please do not hesitate to contact me on [jsmith@arnoldlodge.com](mailto:jsmith@arnoldlodge.com)

Yours sincerely,



Mrs J Smith

Deputy Head Teacher

(Academic)