

## Hazelwick School

### Procedure for the Review of Marking of Non Examination Assessment (NEA) 2018/19

Hazelwick School is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hazelwick 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.

1. Hazelwick School will ensure that students are informed of their centre assessed marks so that they may request a review of the schools marking before marks are submitted to the awarding body.  
*(minimum of two weeks before awarding body deadline – see key dates table)*
2. Hazelwick School will inform students that they may request copies of materials (student's marked work, relevant specification and any other subject-specific documents) to assist them in considering whether to request a review of the schools marking of the assessment.
3. Hazelwick School will, having received a request for copies of materials, promptly make them available to the student.  
*(within two days of request)*
4. Hazelwick School will provide students with sufficient time in order to allow them to review copies of materials and reach a decision.  
*(minimum of two days)*
5. Requests for reviews of marking **must** be made in writing.
6. Hazelwick School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.  
*(minimum of five days)*
7. Hazelwick School will ensure that the review of marking is carried out by a teacher who has appropriate competence, has had no previous involvement in the assessment of that student and has no personal interest in the review.
8. Hazelwick School will instruct the teacher to ensure that the student's mark is consistent with the standard set by the school.
9. The student will be informed in writing of the outcome of the review of the schools marking.

10. The outcome of the review of the schools marking will be made known to the exams officer and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the schools 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; students must be informed of this.** This process is outside the control of Hazelwick School and is not covered by this procedure.

### Key Dates 2018/19

	<b>HoD to inform students and submit marks by:</b>	<b>Exams officer to submit marks to exam board by:</b>	<b>Appeal window:</b>	<b>Final exam board deadline</b>
<b>GCSE (AQA)</b>	Tuesday 23 April	3 May	23 April to 3 May	7 May
<b>All other GCSE and GCE courses</b>	Tuesday 30 April	10 May	30 April to 10 May	15 May