

King Edward VI School



Internally Assessed Marks 2019/2020

Entry Level, Functional Skills, OCR National Certificate,
GCSE, GCE and the Project Qualification

Non-Examination Assessment & Coursework

**Important information for
students and parents/carers**

This leaflet explains the process for marking centre assessed work, informing students of their mark and the internal review process.

1. How are non-examination assessment, controlled assessment and coursework marked?

Work may be marked in two ways:

Externally Assessed Work – is marked by an examiner appointed by the awarding body. In this case the subject teacher will play no part in assessing the work.

Centre Assessed Work – is marked by the subject teacher according to a mark scheme provided by the awarding body. All controlled assessment, coursework and non-examination assessment units which are marked by subject teachers are subject to internal standardisation to ensure consistent marking standards.

After candidates' work has been internally assessed the marks are submitted to the awarding body who will request a sample of the work for external moderation. 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 King Edward VI School.

The grade boundaries for the piece of work are determined by the awarding body after all marks have been submitted. The awarding body has the right to change the grade boundaries from year to year.

2. Informing candidates of their mark for Centre Assessed Work

JCQ regulations require centres to notify candidates of their internally assessed centre mark before marks are submitted to the awarding body. **Marks only** will be issued to candidates via Go4Schools on the dates given in Appendix A.

3. What qualifications does this apply to?

Entry Level, Functional Skills, OCR National Certificates, GCSE, GCE and the Project qualification (including Spoken Language Endorsements for GCSE English Language and the Practical Skills Endorsement for GCE Sciences).

4. Requesting a review of marking of internally assessed marks

King Edward VI 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. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

Once marks have been published on Go4Schools there is a **short time window** to decide if you wish to request a review of internally assessed marks. You may request copies of relevant material in order to decide whether or not to formally request an internal review of marking as long as you do this by the published deadline (Appendix A). Requests for review material should be made **in writing to the Head Teacher**.

Relevant material will be made available to you within 2 working days of the Head Teacher receiving your request. Relevant material will vary from subject to subject but may include:

- A copy of your marked work
- The relevant specification and associated subject-specific documents (i.e. assessment grid or candidate assessment forms)

If you subsequently identify an issue and wish to request a review of internally assessed marking then this must be made **in writing by the candidate** and addressed directly to the **Head Teacher**. The request must include an explanation of the grounds for requesting a review and detail what you believe the issue is i.e.

- an administrative error
- failure to apply set criteria and procedures to the evidence generated
- an unreasonable exercise of academic judgement

Your request should be accompanied by the £50.00 internal review of marking fee (please make cheques payable to 'King Edward VI School'). **This fee is non-refundable**. Applications received after the deadline (Appendix A) will not be accepted.

These are examples of 'grounds for a review request' that would **not** be acceptable:

- I worked really hard and deserve a higher mark
- I think that my work is of a similar standard to candidate X but he/she has been given a higher mark than me
- I feel that I acted on all the feedback my teacher gave me

5. The Review

The review will be conducted by a staff member who has appropriate competence, has not previously marked your work, and has no personal interest in the outcome of the review. The review will focus on the quality of work submitted and the mark that has been awarded. The reviewer will ensure that the marking is consistent with the standard set by the centre.

You will be informed in writing of the outcome of the internal review of marking. If you request a review of marking there are three possible outcomes:-

- Your original mark will be confirmed as correct
- Your original mark may be raised
- Your original mark may be lowered

6. Exams Officer Support

The Exams Officer, Alison Light, can be contacted by telephone on 01284 761393 ext. 206 or by email at uu@king-ed.suffolk.sch.uk. The Exams Office (A25) is open to students each day during term time.

Appendix A

Marks published on G04Schools	Deadline for student to request review material	Deadline for cand to request review	Board	Level	Code	Component Title
16/12/19	18/12/19	06/01/20	OCR	L1/L2 Nat Certificate	R013	Information Technologies
24/04/19	27/04/20	30/04/20	AQA	GCSE	8236/C	Dance NEA
24/04/19	27/04/20	30/04/20	AQA	GCSE	8852/C	Practical Engineering Unit 2
27/04/20	30/04/20	06/05/20	WJEC	GCSE	C6000U20-1	D & T Design & Make Task
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1DR0 01	Drama: Devising
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1FA0/01	Art: Personal Portfolio
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1FA0/02	Art: Externally Set Assignment
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1TE0/01	Textiles: Personal Portfolio
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1TE0/02	Textiles: Externally Set Assignment
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1MU0 01	Performing Music
27/04/20	30/04/20	06/05/20	PEARSON	GCSE	1MU0 02	Music: Composing
27/04/20	30/04/20	06/05/20	AQA	GCE	7702/C	English Language
27/04/20	30/04/20	06/05/20	AQA	GCE	7712/C	English Literature A
27/04/20	30/04/20	06/05/20	AQA	EL/B	5930	Mathematics Portfolio
27/04/20	30/04/20	06/05/20	AQA	FSKL/L1	47203	English Level 1 Speaking
27/04/20	30/04/20	06/05/20	PEARSON	GCE	9DR0 01	Drama & Theatre Studies: Devising
27/04/20	30/04/20	06/05/20	PEARSON	GCE	9HI0 04	History: Coursework
27/04/20	30/04/20	06/05/20	WJEC	GCE	A670QS/03	Component 3: Production
27/04/20	30/04/20	06/05/20	WJEC	GCSE	C670QS/03	Film Studies Comp 3 Production
27/04/20	30/04/20	06/05/20	OCR	GCE	H420/04	Biology A: Prctcl Endorsement
27/04/20	30/04/20	06/05/20	OCR	GCE	H432/04	Chem A: Prctcl Endrmnt Chemistry
27/04/20	30/04/20	06/05/20	OCR	GCE	H446/04	Comp Sci: Programming Project
27/04/20	30/04/20	06/05/20	OCR	GCE	H481/04	Geography: Investigative Geog
27/04/20	30/04/20	06/05/20	OCR	GCE	H556/04	Physics A: Prctal Endrmnt in Physics
27/04/20	30/04/20	06/05/20	OCR	EXPJ/B	H857/02	Level 3 Ext Proj Qual
27/04/20	30/04/20	06/05/20	OCR	GCSE	J276/02	Computer Sci: Programming Project
27/04/20	30/04/20	06/05/20	OCR	GCSE	J309/03	Food Prep: Food Investigation
27/04/20	30/04/20	06/05/20	OCR	GCSE	J309/05	Food Prep: Food Preparation
27/04/20	30/04/20	06/05/20	OCR	GCSE	J351/04	Eng Lang: Spoken Language
27/04/20	30/04/20	06/05/20	OCR	L1/L2 Nat Certificate	R013	Information Technologies
27/04/20	30/04/20	06/05/20	OCR	L1/L2 Nat Certificate	R019B	Equipment and nutritional needs birth to five years
27/04/20	30/04/20	06/05/20	OCR	L1/L2 Nat Certificate	R020B	Development from birth to five years
27/04/20	30/04/20	06/05/20	AQA	GCE	7582/C	Physical Education ADV NEA
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7202/C	Art & Des ADV [Fine Art] Pfo
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7202/X	Art & Des ADV [Fine Art] Ext
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7204/C	Art & Des ADV [Textile Design] Pfo
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7204/X	Art & Des ADV [Textile Design] Ext
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7206/C	Art & Des ADV [Photography] Pfo
08/05/20	12/05/20	15/05/20	AQA	GCE/A	7206/X	Art & Des ADV [Photography] Ext
08/05/20	12/05/20	15/05/20	AQA	GCSE	8582/C	Physical Education NEA