



# Non-examination assessment policy 2017/18

This procedure is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Chris Connor	
<b>Date of next review</b>	March 2019

## Appeals against Internal Assessments of Work

Ark Helenswood Academy 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. Ark Helenswood is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Ark Helenswood Academy 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.
2. Ark Helenswood Academy will inform candidates 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.
3. Ark Helenswood Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Ark Helenswood Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Ark Helenswood Academy 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.
  1. Ark Helenswood Academy will allow sufficient time 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.
  7. Ark Helenswood Academy 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.
  8. Ark Helenswood Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
  9. Ark Helenswood Academy will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to 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.

<b>Subject</b>	<b>Awarding Body</b>	<b>Unit Code</b>	<b>Unit Title</b>	<b>Deadline to Board</b>	<b>Deadline for marks to be Issued</b>	<b>Deadline for responses</b>	<b>Deadline for outcome of appeal</b>
Drama	WJEC	C690U10-01	Drama Devising Theatre - NEA	05/05/18	18/04/18	25/04/18	02/05/18
Drama	WJEC	C690U20-01	Drama Performing Theatre - NEA	05/05/18	18/04/18	25/04/18	02/05/18
Physical Education	WJEC	C55020-1	PE The Active Participant - NEA	05/05/18	18/04/18	25/04/18	02/05/18
Business Studies	AQA	413003	Business Studies Unit 3 - CA	07/05/18	20/04/18	27/04/18	04/05/18
English	AQA	8700/C	English Language Spoken Language	07/05/18	20/04/18	27/04/18	04/05/18
Food & Nutrition	AQA	8585/C	Food Prep and Nutrition - NEA	07/05/18	20/04/18	27/04/18	04/05/18
Product Design	AQA	45552	D&T: Product Design Unit 2 - CA	07/05/18	20/04/18	27/04/18	04/05/18
French	Edexcel	1FR02	French Speaking	15/05/18	27/04/18	04/05/18	11/05/18
Spanish	Edexcel	1SP02	Spanish Speaking	15/05/18	27/04/18	04/05/18	11/05/18
Statistics	Edexcel	5ST02	Statistics - NEA	15/05/18	27/04/18	04/05/18	11/05/18
Fine Art	AQA	8202/X	Art & Des - Pfo	31/05/18	14/05/18	18/05/18	24/05/18
Fine Art	AQA	8202/C	Art & Des - Ext Set	31/05/18	14/05/18	18/05/18	24/05/18
Photography	AQA	8206/X	Art & Des - Pfo	31/05/18	14/05/18	18/05/18	24/05/18
Photography	AQA	8206/C	Art & Des - Ext Set	31/05/18	14/05/18	18/05/18	24/05/18
Dance	AQA	8236/C	Dance - NEA	31/05/18	14/05/18	18/05/18	24/05/18