



9 February 2024

Dear Parents and Carers

**Centre Assessed Marking Policy for Non Examined Assessment**

**Year 9** - Certificate in Philosophy (HPQ)

**Year 11** - Art, Dance, Drama, DT, English Language spoken endorsement, Music, PE

**Year 13** - Art, Computer Science, Drama, English Literature, EPQ, History, Geography, PE, Science Practical Endorsements

In conducting examinations, schools are required to adhere to the Joint Council for Qualifications (JCQ) General Regulations. The 2023/2024 regulations state that schools must inform candidates of their centre assessed marks, as students will be allowed to request a review of the marking before marks are submitted to the awarding body.

Sir William Borlase's Grammar School works with a number of other schools to implement this requirement. A Review Of Centre Assessed Marking Policy is available in the Exams section of the school website, which explains how Borlase will work collaboratively with other local grammar schools to ensure reviews are conducted fairly 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 outcome of the review.

A review of marking is not a remark, but a review of the process to ensure that the mark scheme and marking procedure were followed correctly. As with appeals to exam boards, marks will only be changed where the original mark could not reasonably have been given ("outside tolerance") or where markers can be shown to have exercised their academic judgement in an unreasonable way. Sir William Borlase's Grammar School does have internal moderation procedures in place that mean departments have already considered the accuracy and consistency of any internal assessment before marks or grades are awarded to students.

It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards. A charge of £60 will be levied to cover the administration and staffing costs of the marking review. This is in line with the charge made by exam boards for priority reviews of marking for summer written papers. It should be noted that non-examined assessment has to be reviewed according to the dates in the policy: it cannot be reviewed after results are issued in the summer. Further, the exam boards moderate the marks when they are received and so any NEA



mark could still change after submission. Please note that grade boundaries themselves can change year on year and so a mark given to a student does not guarantee a particular grade.

If a student is concerned at the mark they have been awarded for a piece of non examined or controlled assessment, we strongly recommend they speak first to their teacher or Head of Department for clarification. If, having sought advice, they wish to proceed with a review of marking, they should complete the Request for Review form, which is available in the Exams section of the school website and return it to the Exams Officer by 3.30pm on the specified deadline day for the relevant subject as stated in the policy. Late requests cannot be considered and no other method of requesting a review should be used. Payment of the £60 will then be made available on ParentPay, which needs to be made within 48 hours or the review will not be scheduled.

If you have any further questions about the review of marking process, please do not hesitate to get in touch.

Yours faithfully

Lesley Haldane  
Examinations Officer