



## **NON EXAMINED ASSESSMENT AND INTERNAL APPEALS POLICY**

### **INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

AGGS is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of the internal assessment is secured through internal standardisation as necessary. If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure.

### **OFQUAL/JCQ GUIDANCE**

Candidates **MUST** be informed of the mark given by their centre for a centre assessed component/unit.

Where centres mark non-examination assessment, current rules require examination boards to make sure their centres allow students to request a review of the marking the centre has carried out prior to submitting marks to the examination board.

In carrying out this review, centres are required to judge whether the marking of an individual student's work is consistent with the rest of the marking of the centre.

The centre remains responsible for the marks it submits. If the centre does not accept the outcome of a review, it must notify the examination board of the reviewer's findings and the reasons why the centre does not agree with it.

### **REVIEW PROCESS**

NEA marks are returned to the student via the class teacher. The following information must be given to the students;

The work has been moderated internally

The mark is still subject to moderation and standardisation by the awarding body

A review of marking allows an assessor to ensure that the '**candidate's mark is consistent with the centre's marking standard**'. It is not a re-mark of the work.

Any request for a review of marking, should be in writing to Mrs Millard, Examinations Officer

A request for a review of marking must be made within one school week of the return of the marks

Students can request to look at their moderated work before deciding on a review; this must be either a photocopy or supervision with the original material

Students can request a review of marking form from Mrs Millard.

The form must be returned to Mrs Millard, along with payment of £40.00 within one school week of the original mark being shared.

Mrs Millard will forward the request to Miss O'Hara (AVP), who will then liaise with the relevant HOD.

The HOD will have two school weeks to undertake a review.

The HOD confirms any changes / no change with Miss O'Hara .

Miss O'Hara sends out standard pro-forma confirming change / no change to the student, copied also to Ms Gill.

## **THE REVIEW**

The review should be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the centre.

The review **must** be conducted 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.

It is acceptable for a teacher, who has been internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidate's work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to review the candidate's work.

The reviewer should be provided with some materials from the centre's internal standardisation process that took place prior to releasing marks to candidates, as well as the work that is under review. These must be considered within the context of the internal standardisation in order to ensure a consistent approach to other candidates in the centre.

The reviewer should be instructed to ensure the candidate's mark is consistent with the centre's marking standard.

## **DEADLINES**

The latest date to return marks to students FOR ALL SUBJECTS\* is **Friday 17<sup>th</sup> April, 2026**. The latest date a student can apply for a review is therefore is **Friday 24<sup>th</sup> April, 2026**. This will allow for a three week review period before students go on study leave. Marks must be submitted to the examinations boards by **15<sup>th</sup> May, 2026**.

### Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment to ensure consistency between centres. Such moderation may change

the marks awarded for internally assessed work. That is outside the control of Altrincham Grammar School for Girls and is not covered by this procedure. The final judgement on marks awarded is that of the Awarding Body. The Head of Centre (only) can request an appeal against the moderation of the work of a whole group of candidates if it is felt that unfair decisions have been made. Individual candidates have no right of appeal except to make their wishes known to the Head of Centre who may wish to act on behalf of all the candidates.