

Dear Parent and Student,

15<sup>th</sup> March 2018

**Re: Non Examined Assessment / Controlled Assessment marks**

Please read this information carefully if your son or daughter studies one of these subjects at GCSE and at A Level – where there is non-examined assessment (the name for coursework/controlled assessment for work that carries a percentage of marks to the overall grade, but is not sat in the exam hall.)

The Subject List is shown on the *Internal Assessment Appeals Procedure*, page 5.

See the attached document.

These relevant assessments are pieces of work done in school that contribute to the final exam grade, and unlike final written examinations, are marked in school.

They are then moderated by an external examiner on behalf of the examination board.

**The Joint Council for Qualifications (JCQ)**

They now require that students are informed of their GCSE and A level non-examined centre (school) assessed marks, *before* they are submitted to the examination boards, so that students may request a review of the marking if concerned.

**Review of marking option**

We now have an updated *Internal Assessment Appeals Procedure*. See attached document.

A review of the marking can be undertaken by the school if the student has serious concerns that the mark awarded for the Internal Assessment did not conform to the published requirements of the examination board's specification and subject-specific associated documents.

Students will need to explain on what grounds they wish to request the review and it cannot be carried out solely because a student is disappointed with the mark.

There is a form to use which is attached as a separate document.

Please note that reviewed marks are subject to going down as well as up.

It is important to understand that the moderation process that the external examiner carries out may also result in a mark change even after an internal review.

Marks submitted to examination boards are subject to change and should be regarded as provisional.

Mr Short -Assistant Headteacher - Exams  
Mrs Thompson-Examinations Manager