



RICKMANSWORTH SCHOOL

Non-Examination Assessment Appeals Policy

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OVERVIEW

Purpose

This policy governs the process of appeals against marks awarded during internally assessed coursework (Non-Examination Assessments; 'NEAs') in line with the JCQ guidance document "instructions for conducting non-examination assessments 2020-21"

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

Scope

The regulator (JCQ) defines NEA as “any type of assessment that is not externally set and taken by candidates at the same time under controlled conditions”.

Due to COVID-19 Pandemic there are several changes to tasks set in the academic year 2020-21 and further information can be found here:

<https://www.jcq.org.uk/exams-office/non-examination-assessments/>)

NEA task setting and the subsequent marking of the work by Staff will be in accordance with the following guidelines:

https://www.jcq.org.uk/wp-content/uploads/2020/09/Instructions_NEA_20-21_FIN_AL.pdf

Assessment

Some subjects contain an NEA component^s. Such assessments are then externally moderated by the examining board.

JCQ regulations stipulate candidates are to be:

- (i) informed of their NEA marks after internal moderation and marking, and before submission to the examination board for external scrutiny and moderation
- (ii) permitted the opportunity to appeal against the mark awarded by the centre – known as requesting a ‘Review of Marking’

Should the candidate still be dissatisfied after this ‘Review of Marking’, they must submit a formal complaint, in which case, the Complaints Policy takes effect. The purpose of the investigation will be to decide whether the process used for the NEA Review of Marking conformed to JCQ regulations and whether the internal marking of that candidates’ work is secure.

A record of the outcome of the complaint will be kept and made available to the awarding body upon request. Should the complaint suggest any malpractice or error beyond tolerance, the awarding body will be informed.

Internal Review of Marking

Candidates can request a 'Review of Marking' of NEA work before submission to the examination board.

Guidance for Candidates and a Review of Marking Request Form can be found in Appendices.

The candidate has 4 working days¹ to submit a request for Review of Marking from the release of NEA marks by the department.

Stage 1 involves the candidate having access to their work, to determine whether to proceed with a Review. Stage 2 is where the candidate decides to submit a review of the marking request, stating precisely where the mark scheme has not been applied correctly to their work. Both stages may incur charges to reflect administrative and professional services costs.

The reviewer must not have been involved with the original marking of the candidate's script. They must first determine if the request is 'valid', and if so, then whether the original marking is within reasonable tolerance of the criteria. If the latter applies, the original mark is upheld.

Requests are invalid if the reasons given by the candidate are not precise and relevant to the mark scheme, late requests and late original submission of NEA work, beyond deadlines published by the school.

If the original mark is upheld, no refund is awarded. If the mark is amended, a refund is given. Marks can be adjusted both up & down.

'Disadvantaged' (CLA, Pupil Premium etc.) candidates are not charged any fees.

Outcomes of 'Reviews of Marking' must be communicated to candidates within 15 working days of the receipt of the stage 2 request. There is no requirement for this to precede submission of marks to the examination board.

All communication regarding a candidate Review Request will be undertaken via Candidate Request form and will be responded to via email by the Examinations Officer.

¹ The term "working days" means days that the school is normally open and does not include weekends, bank holidays or other days that the school is not open to students

External Review of Marking (Enquiry About Results and Appeals)

(For Information only and not covered by the NEA Appeals Policy)

Enquiry About Results

Following the publication of results, a candidate has the right to request a review of marking, known as an 'Enquiry About Results'; 'EARs'). EAR requests must be completed using the appropriate school proforma (Requests can be made to the Schools Examinations Officer), and received by the Examinations Officer by the date shown on the proforma. This is usually within three weeks of notification of the results from the examining board, although priority access to script requests have more immediate deadlines. EAR requests must be accompanied by the appropriate fee, in order to be processed.

EAR outcomes can result in marks being amended either up or down. Only a grade change will incur a refund, which, less an administrative charge, will be passed on to the candidate.

The school may wish to initiate EARs for specific candidates. In which case, the school will pay all costs involved but must seek and receive candidates' agreement beforehand.

Appeals

Candidates who are still dissatisfied following an EAR outcome, may submit a further request in writing to the Headteacher for an Appeal. An appeal may only be made to the examining board by the School and must usually be undertaken within 10 working days following notification of the result of the EAR.

The school must be satisfied that there are grounds for appeal. The candidate must have discussed his or her reasons for appeal with the Head of Department in the first instance. The Headteacher shall be the final arbiter of the decision to appeal and shall determine who is to bear the cost.

In the event that the school determines not to support a candidate's appeal, the candidate is referred to the school's complaints procedure.

APPENDIX 1 - Non-Examination Assessment (NEA) Review of Marking: Staff Procedures

Introduction

JCQ regulations permit candidates to appeal against the NEA raw score awarded them in a subject. This is undertaken by the submission of a 'Review of Marking' request, which must adhere to certain protocols.

Guidance to Candidates and the proforma to be completed to submit a request are detailed in Appendix: 'NEA Reviews. Candidate Guidance' and 'Review Request Form' respectively.

Procedure

An overview of procedure is shown on page 7 , but please note the following points:

Information to be provided to the Exams Officer by 1st March:

- Deadline dates for (i) receipt of NEA work from candidates, (ii) issue of NEA marks to candidates, (iii) submission of NEA marks to Exam Board
- Subject Mark Scheme (or equivalent)

NEA Reviews of Marking

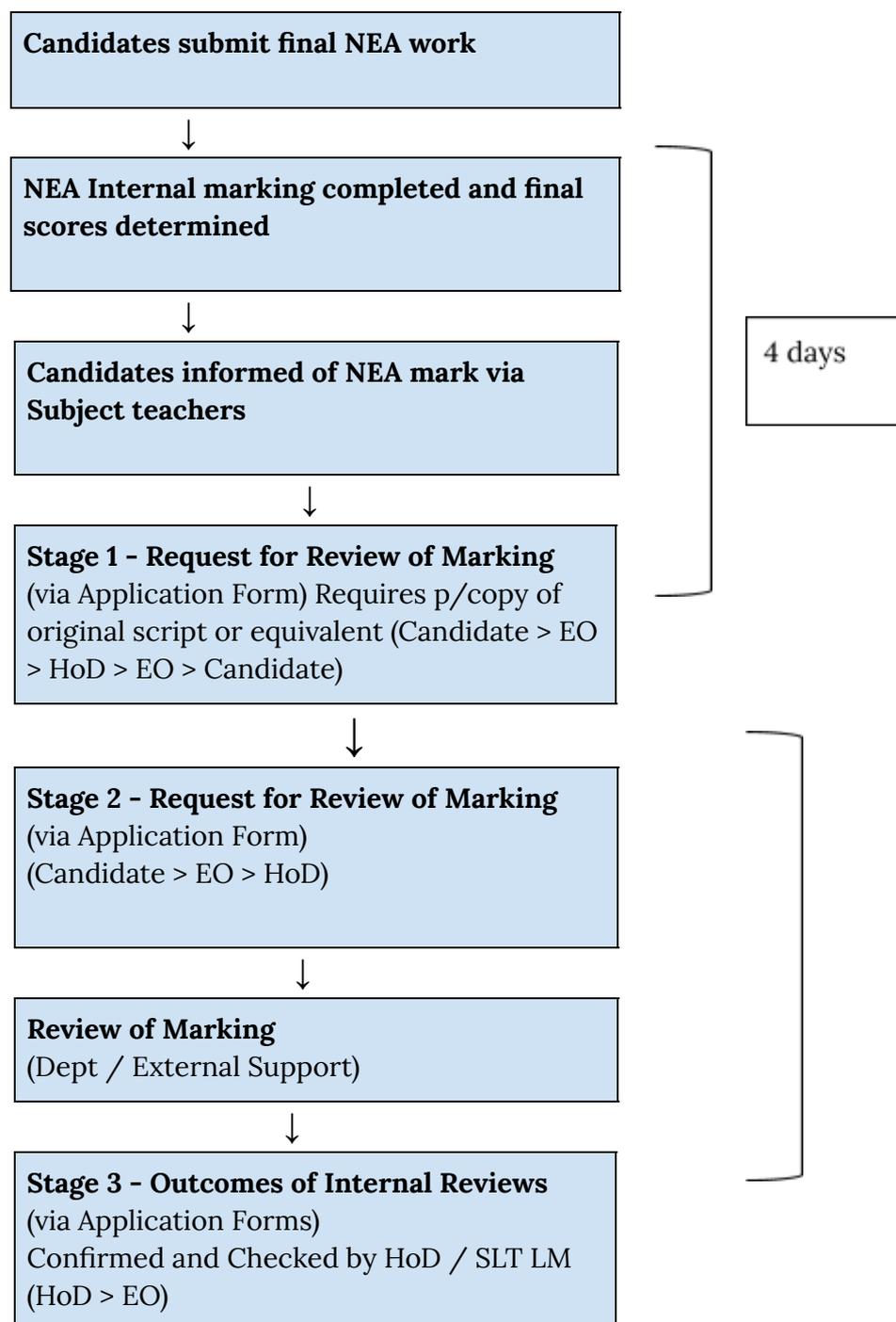
- All Requests/Outcomes will be communicated between Candidates and the Exams Officer
- Prompt response by HoDs to Candidate Review Requests are required due to the timescales involved
- Review requests must be submitted by candidates within 4 days of receipt of NEA marks.
- Requests received after this 4-day window or late submission of NEA work, will not be reviewed.
- Stage 1: Candidate Determination for Review of Marking (Cost: £15)

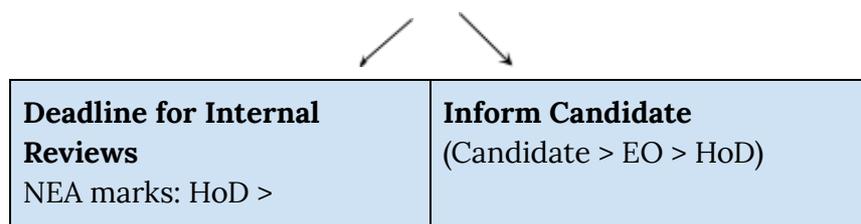
- Upon receipt of application (stage 1) and money, the Exams Officer will require p/copy of original script from HoD, or equivalent, within 24hrs. Candidate analyses how the mark scheme has been applied.
- Stage 2: Request for Review of Marking (Cost: £45)
 - Upon receipt of application (stage 2) and money, the Exams Officer will forward to HoD for review to be undertaken. This must occur before the deadline of submission of marks to the exam board.
 - HoD* to determine if the request is 'valid' for the review to be required. The Candidate must state precisely where the mark scheme has not been applied correctly in their application, necessitating Stage 1 of the process.
 - HoD* undertakes review of all validated NEA requests received
 - *Original marker, cannot determine application validity or review the work
 - If a candidate's work was used in standardization, no staff member involved in that process can determine validity or undertake review. This may require outsourcing the work to colleagues in another school.
- Stage 3: Determining Outcome
 - Reviewer completes stage 3 with outline commentary, and returns to Exams Officer within 15 working days
 - If the original marking is within reasonable tolerance of criteria, the original NEA mark will be upheld, if not, the new mark will supersede the first one and a full refund, less £15 administrative costs, is issued. HoD to inform SLT line manager regarding all review outcomes; SLT line manager to confirm decisions and ensure correct procedures have been followed.
 - Review outcomes will not be released to candidates until after NEA marks submitted to Exam board
 - Any candidate not satisfied with the Review outcome should follow the School Complaints procedure
 - Disadvantaged students will not be charged any fees for a Review of Marking, should a request be made.

We have high confidence in department standards to secure accurate marking with professional integrity, and do not wish these new JCQ regulations to impact

unnecessarily on staff well-being and workload. These procedures and systems are therefore designed to protect staff and deter unnecessary requests.

Non-Examination Assessment (NEA) Overview





APPENDIX 2 - Non-Examination Assessment Review of Marking: Candidate Guidance

Introduction

JCQ regulations permit candidates to appeal against the NEA raw score awarded to them in a subject. This is undertaken by the submission of a 'Review of Marking' request, which must adhere to certain protocols.

Please consider the following before submitting any such request:

- Some reviews may necessitate the involvement of external expertise
- marks can be adjusted up as well as down
- there are costs associated with the process; both administrative as well as for professional services required to undertake the review
- relevant subjects which contain NEA components, and key deadlines of the process are published on the website in the document: 'NEA DEADLINES'

Protocols

Deciding whether to request a Review of Marking

- Candidates complete 'Stage 1' of the Review Request Form (See Appendix 3), email a signed copy to the Exams Officer, and provide £15 (cash, or cheque payable to 'Rickmansworth School') the next working day.
- Either a photocopy or e-copy of their coursework, or access to the original coursework will then be provided – this depends upon the subject concerned and the type of NEA material involved.
- Using the relevant subject mark scheme (see document: Subject NEA Mark Schemes), they determine whether to submit a Review of Marking Request

15 days

Submitting a Review Request

- Candidates complete 'Stage 2' of the Review Request Form in Appendix 3, email a signed copy to the Exams Officer, and provide £45 (cash, or cheque payable to 'Rickmansworth School') the next working day. This must occur within 4 working days of release of NEA marks to the candidate.
- Review requests must state precisely where candidates believe the mark scheme has been incorrectly applied by the marker. Vague unqualified requests will be deemed invalid and rejected; no refund will be provided.
- Late submission of either NEA material or a Remark request will forfeit the opportunity for a Review.

Determining the outcome of a Review Request

- The Reviewer will be someone with subject expertise but not the original marker; this may necessitate outsourcing the work to another school. They will firstly determine if the Review Request is valid and then whether the mark scheme has been applied correctly.
- If the original marking is within reasonable tolerance of criteria, the original NEA mark will be upheld, if not, the new mark will supersede the first one and a full refund, less £15 administrative costs, will be supplied.
- The Review outcome ('Stage 3' of the Review Request Form) with outline commentary, will be emailed by the Exams Officer to the candidate upon completion of the process, and within 15 working days of the 'stage 2' request received
- Any candidate not satisfied with the Review outcome should follow the School Complaints procedure

APPENDIX 3 - Non Examination Assessment Review Request Form

REVIEW REQUEST FORM

Stage 1: Access to Candidate's marked NEA work

(Fee: £15 payable to Rickmansworth School via Bank transfer)

Candidate Name			
Candidate Form Group		Candidate Number	
Subject		GCSE / A Level	
Candidate Signature		Date	
Admin Use Only:	Date received by EO	Forwarded to HoD on	Copy of NEA Material issued on

Stage 2: NEA Mark Review Request

(Fee: £45 payable to Rickmansworth School via Bank transfer)

I wish to appeal my mark on the following grounds:

For Admin Use only:	
Date Received by EO	Request Deadline Date

Stage 3: Review Outcome

Reviewer:	Review Valid (Yes/No). If No, give reason below.
Reviewer Commentary:	
Original NEA Mark	

Original NEA Mark		Reviewer NEA Mark		Original Mark Upheld	
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For Admin Use only:	
Date NEA Mark released:	
DATE STUDENT NOTIFIED: (within 15 working days of receipt of Stage 2 by XO)	
Refund due (£30):	Yes/No
Refund Processed:	

