

## Review of Marking – Centre-Assessed Marks: information for students and parents

### What is Non-Exam Assessment (NEA), Controlled Assessment, and Coursework?

A **Non-Exam Assessment (NEA)** is research or project-based work, or practical assessment that counts towards a student's final grade. Students are encouraged to use various research resources, such as textbooks, journals, TV, radio, and the internet, and importantly, to learn how to properly attribute and reference these sources.

### What rules do students have to follow?

Work must be the student's own original work. They will need to sign a declaration to the examination board confirming that this is the case. Subject teachers will explain the specific rules for their course and ensure that students are aware of the criteria used to assess their work, so they can understand what is needed to gain credit and marks.

### Are students allowed to quote from books or the internet?

Students can refer to research, quotations, or evidence, but they must list and reference their sources. Sources could include books, websites, or television programs. Students must not plagiarise, misuse Artificial Intelligence software or copy work from other sources. This is considered cheating and could lead to disqualification.

### Deadlines

The subject teacher, in collaboration with the Head of Department, will set deadlines in accordance with the exam board's requirements. It is essential that students complete and submit their work by the specified deadlines. If work is submitted late, marks may not be awarded, which could negatively affect the overall grade. While dates are not included in the exam timetable, they will be provided by the subject teachers.

*Failure to meet deadlines set by the subject teacher will significantly impact the marking process, resulting in students not receiving their marks on time and potentially missing the appeals timeline.*

### Marking and Moderation

After the deadline, the work will be marked and then moderated internally to ensure consistency across grade boundaries, which change each year. In certain circumstances, it may be possible to request a re-mark of the work.

## What is malpractice and how it is detected?

Candidate malpractice refers to any wrongdoing or failure to follow the rules, by a candidate during an exam or assessment. This includes actions related to controlled assessments, coursework, non-exam assessments, practical work, portfolios and exam papers.

Most work is marked by the subject teacher and then checked by the exam board. Teachers are familiar with their students' work and the subject content, so they can often tell if the work was not done by the student or if it was copied from another source. A variety of AI tools may also be used to assist teachers and head of departments in the marking of candidates' work and checking the originality of the work submitted.

## Who marks the work?

The work will be marked by the student's teacher, checked by an additional member of the subject team, and then verified by the examining board. Oakmoor School is committed to ensuring that all marking is carried out fairly, consistently, and in accordance with the awarding body's specifications and associated documents.

Teachers who mark candidates' work will have the necessary knowledge, understanding, and skills, and will have received training in the marking process. They will not have any potential conflicts of interest. Oakmoor School is committed to ensuring that candidates' work is authenticated in line with the awarding body's requirements. When more than one teacher is involved in marking, internal moderation and standardisation will ensure consistency.

## Oakmoor School's Procedures for Centre-Assessed Marks

Oakmoor School will:

1. **Inform candidates of their centre-assessed marks** so that they may request a review of the marking before marks are submitted to the awarding body. A clear deadline will be set for requesting a review, and requests will not be accepted after this deadline. Requests must be made in writing, via email to the exams officer.
2. **Ensure candidates will be given a chance to explain their grounds** for requesting a review of their marks. The review will focus only on the quality of the work submitted.
3. **Provide candidates with sufficient time** to review copies of their work and make a decision regarding the review.
4. **Ensure that the review of marking is conducted by an assessor** who has appropriate competence, has had no previous involvement in the assessment of the candidate for the component in question, and no personal interest in the outcome.
5. **Ensure that the reviewer checks that the candidate's mark is consistent** with the standard set by the centre.
6. **Inform candidates in writing of the outcome** of the review.
7. The outcome of the review will be communicated to the **Head of Centre**, who will make the final decision if there is any disagreement about the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

## Requests for Copies of Materials

Candidates who wish to request copies of their work should contact the **Examinations Officer** by emailing [exams@oakmoor.hants.sch.uk](mailto:exams@oakmoor.hants.sch.uk), within **2 working days** of receiving their centre-assessed mark.

After receiving a request, Oakmoor School will make the materials available to the candidate within **3 working days** (either as originals, viewed under supervised conditions, or as copies).

Candidates should allow **5 working days** for the review to be conducted, for any necessary changes to be made to the marks, and for the candidate to be informed of the outcome, all before the awarding body's deadline for the submission of marks.

## Responsibility of Candidates

- To **read and adhere to the guidance** set out in the relevant subject specifications and the *JCQ Information for Candidates* document, as distributed by subject teachers and the Examinations Officer.
- To **keep their work secure** at all times and not share completed or partially completed work online, on social media, or through any other means.
- To **meet all deadlines** set by the subject teacher, submit high-quality work, and follow the guidance provided by the subject teacher for controlled assessments/coursework.
- To **contact their subject teacher immediately** following a period of absence.
- To **cooperate fully** with any internal investigations as required.
- To **report any alleged or suspected malpractice** to the appropriate subject teacher, Head of Department (HoD), or Head of Centre.
- To **sign a declaration** confirming the coursework as their own work. Failure to do so may result in a zero mark upon external moderation.

## Responsibility of Parents/Carers

- To **ensure their child meets all deadlines** for submission of controlled assessments/coursework.
- To **ensure their child is in school and fully prepared** for controlled assessments/coursework planning and completion.
- To **familiarise themselves with the [JCQ Information for Candidates document](#)** (available on the school website) and discuss its contents with their child.
- To **report any alleged or suspected malpractice** to the Examinations Officer.