



2023
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2024

Policy adopted: 1st September 2022

Last review date: 1st September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing the handwritten signature of Mrs K. Phillips in black ink.

NEA REVIEW POLICY



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Saint John Henry Newman Catholic College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Newman Catholic College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Newman Catholic College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body.
2. Newman Catholic College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. Newman Catholic College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Newman Catholic College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for Reviews of Marking **must** be made in writing.
6. Newman Catholic College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Newman Catholic College will ensure that the Review of Marking is carried out 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 review.
8. Newman Catholic College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the Centre's marking.
10. The outcome of the review of the Centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the Centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes. This process is outside the control of Saint John Henry Newman and is not covered by this procedure.

The timeline for the completion of this process is detailed below (with the exception of GCSE Art/Photography – the timeline for this subject will vary, please see below):


Task	Completion Date
Deadline for completion of internal marking	15 th April
Deadline for all marks to be issued to candidates	19 th April
Deadline for all review requests to be received by	24 th April
Deadline for the completion of all reviews requested	25 th April
Deadline for the candidate to receive, in writing, the outcome of the review	26 th April

GCSE Art/Photography ONLY:

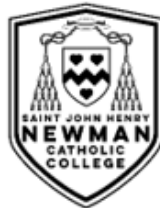
Task	Completion Date
Deadline for completion of internal marking	15 th May
Deadline for all marks to be issued to candidates	16 th May
Deadline for all review requests to be received by	22 nd May
Deadline for the completion of all reviews requested	23 rd May
Deadline for the candidate to receive, in writing, the outcome of the review	24 th May

English Speaking Endorsement:

Task	Completion Date
Deadline for completion of internal marking	9 th February
Deadline for all marks to be issued to candidates	8 th March
Deadline for all review requests to be received by	15 th March
Deadline for the completion of all reviews requested	22 nd March
Deadline for the candidate to receive, in writing, the outcome of the review	21 st April

Signed by Head of Centre:		Date: 22.09.23
Signed by Examinations Officer:	T. Burisoni	Date: 22.09.23

Review date: September 2024



Saint John Henry Newman Catholic College

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