

## Non-Examined Assessment – Your Grades and Review of Marking

Dear student, parent / carer,

In \_\_\_\_\_ you have completed some Non-Examined Assessment. We ensured that whenever we have marked your work, that it was done fairly, consistently and in accordance with the exam board's specification.

Your work has been marked by staff who have appropriate knowledge, understanding and skill, and has been trained in marking this work. Where a number of subject teachers were involved in the marking of your work, internal moderation and standardisation ensured consistency of marking.

**Your grades are:**

Unit	Mark/grade
b	
c	
d	
Likely overall grade	

Your likely grade *might* change because:

- a. The moderator might come in and change the grades. They might move the whole cohort up or down.
- b. The exam board might change the grade boundaries. They may move them up or down.

Your marks will be submitted to the exam board on \_\_\_\_\_.

### Review of Marking

You may request a review of our marking before marks are submitted to the exam board.

1. You may request copies of materials to assist you in considering whether to request a review of our marking.
2. We will provide you with sufficient time to allow you to review copies of materials and reach a decision whether to request a review of our marking.
3. Your deadline for to submit a request for a review of our marking is \_\_\_\_\_. Requests will not be accepted after this deadline. Requests **must** be made in writing.
4. Your work will be reviewed 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.
5. We will carry out the review, make any necessary changes to marks and inform you of the outcome, all before the exam board's deadline.
6. We will instruct the reviewing assessor to ensure that your mark is consistent with the standard set by us.
7. We will inform you in writing of the outcome of the review of our marking.
8. If you accept the marks given above, there is no requirement to respond to this letter.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of our marking. The mark submitted to the exam board is subject to change and should therefore be considered provisional.

Kind regards,

<<DoS>>