



# Non-Examined Assessment (formerly Coursework) Policy

Version 3.0

Review by Learning Committee:  
Adopted by Governing Body:

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Reviewer:  
Governor Link:

M. Gomez  
Scott Harrison

# **NON-EXAMINED ASSESSMENT POLICY**

**East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU**

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## **A. Statement of Principle**

East Barnet School 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. East Barnet School 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.

## **B. Requirements and Procedures**

1. East Barnet School 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, dates will be annually agreed and given to relevant subjects. These dates will allow time for reviews of marks.
2. East Barnet School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. East Barnet will follow the procedures and timelines set out in the Examinations Policy for reviews of NEAs.
3. 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 marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

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# APPENDIX 1

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## Form for Students to Request a Review

GCSE REVIEW OF COURSEWORK MARKS

DEADLINE: FRIDAY 5<sup>th</sup> APRIL- MIDDAY

*I give consent for a review of coursework marks to be carried out for the following subject(s):*

SUBJECT	EXAM BOARD	CODE

Student Name: ..... Candidate No: .....

Student Signature: .....

In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

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## Form for Moderation of Challenged Grade

GCSE REVIEW OF COURSEWORK MARKS

NAME OF STUDENT:

SUBJECT:

INITIAL MARK AWARDED:

TEACHER:

I have reviewed all the assessment criteria issued by the exam board and reviewed the coursework.

The mark will remain the same / Change mark to.....(delete as appropriate)

Signed:

Position:

Date:

Please return to the HoD/HoF to amend grades.

On completion, please pass to Bernie Saleh.