Review of Marking Policy for Academic Year 2022-23

Version 1.0
Managed by Quality Assurance and Enhancement Manager
Last review May 2023
Next review April 2024
Authorised by Quality Assurance & Enhancement Steering Group (QAESG)
1. Overview of the Policy

1.1 Who is the Policy for?

This Review of Marking Policy (the Policy) is for our learners and UAL Approved Centres who are undertaking or delivering the UAL (we, us, our etc.) Extended Project Qualification only. The Policy must be consulted by those who are looking to submit, or are involved in, a review of marking at a UAL Approved Centre. The Policy is also for UAL Awarding Body, our awarding body staff, and anyone involved in any activity undertaken by UAL Awarding Body. In line with regulatory Conditions, UAL Awarding Body must establish, maintain, and comply with a review of marking policy relating to the Level 3 Extended Project Qualification that we make available.
1.2 Scope and purpose

The Policy ensures that all UAL Approved Centres and learners are given the opportunity to have access to a fair and effective system for handling a review of marking. The Policy also indicates how a grade appeal can be requested, should a learner not be happy with the outcome of a review of marking.

UAL Awarding Body works closely with UAL Approved Centres to quality assure learners’ marks:

• Centres are required to undertake mandatory Lead Assessor training and standardisation.
• Centres objectively mark assessment evidence generated by learners in line with the published marking criteria
• Centres generate a pre-moderated mark for each learner and submit this to UAL awarding Body
• Centres provide all learner work digitally to UAL, where External Moderators then review a representative sample of that evidence. This is to ensure the pre-moderated marks provided by the centre are objective, accurate and based on valid and authentic evidence
• At the point of external moderation, the final mark is generated, and that mark is put forward for awarding
• Marks are reviewed against grade boundaries and national benchmarks to generate a final grade
• Chief Examiners present the results by qualification to the UAL Board of Examiners for scrutiny
• Results are ratified by the Board of Examiners
• Results are released to centres under embargo by UAL Awarding Body

Despite this rigorous quality assurance process, some learners may feel that their results do not reflect their ability and that there may have been an error with their result, in which case they can follow the process set out in this document to request a review of marking.
1.3 Who can submit a review of marking request?

Learners (or parents/carers) must lodge a review of marking requests with their centre. Review of marking requests can be made by a:

- Learner enrolled on a current UAL Level 3 Extended Project Qualification
- Parent or carer of a learner under the age of 18 (or 25 for SEND) enrolled on a current UAL Level 3 Extended Project Qualification. However, in these circumstances, UAL Awarding Body will conduct checks to ensure compliance with the Data Protection Act 2018 and will require written consent from the learner.

1.4 Reasons for requesting a review of marking

A review of marking is designed to detect any errors that may have occurred during marking, for example:

- There are concerns that there has been an administrative error
- There are concerns that there has been a failure to apply the mark scheme correctly
- There has been an unreasonable exercise of academic judgement

Important note: A review of marking may not result in a grade change. Marks may go up or down, but depending on the grade boundary set by UAL, the grade may not change. Reviews of marking will not involve a full re-mark. They will only act to correct any errors identified in the original marking.

UAL Approved centres are required to ensure for any review of marking, Assessors will:

- Have no interest in the outcome of the review being carried out
- Have not been involved in the original marking of the assessment for the learner requesting the review of marking
- Ensure that Assessors have been trained on how to carry out a review of marking
2. Responsibilities

2.1 UAL Approved Centre responsibilities
UAL Approved Centres have a responsibility to establish a process through which learners can request a review of marking. The process must also allow for the learner to request the centre raise an appeal after the review of marking, via the UAL Awarding Body Grade Appeals Policy, should the learner not be happy with the outcome of the review. The centre must ensure that learner(s) consent is obtained and is held on file by the centre.

2.2 UAL Awarding Body responsibilities
As an awarding body recognised by the UK qualifications regulators, we are required to comply with all Conditions of Recognition to ensure the qualifications we offer and award are fit for purpose, valid, accurate and reliable. UAL Awarding Body must establish, maintain and comply with its review of marking process in relation to the UAL Extended Project Qualification which it makes available. This process must allow for the review of marking and appeal of the results of assessments, whether concerning internally or externally assessed qualifications.

In line with regulatory Conditions of Recognition Project 11 and Project 12, UAL Awarding Body must put in place clear arrangements for a review of marking to be accessible to learners undertaking UAL Extended Project Qualification and must publish procedures detailing how a learner can request a review of marking.

Any evidence and data relating to a review of marking and grade appeal applications, received by UAL Awarding Body will be in line with the General Data Provision Regulation 2018. More information is outlined in section 5 of the Policy.

2.3 Communication of the Policy
UAL Approved Centres must inform all staff involved in the management, delivery, assessment and quality assurance of UAL Awarding Body Extended Project Qualifications of the provisions of the Policy. It is vital that all learners registered on UAL Awarding Body Extended Project Qualifications are also made aware of the contents of the Policy.

UAL Awarding Body will ensure that the Policy is communicated to all UAL Approved Centres via our website and through external communications.
3. Procedure

3.1 Step 1: Request for a review of marking

All learner requests for a review of marking for Extended Project Qualification must be directed to UAL Approved Centres.

Learners can request a review of marking based on the categories set out in section 1.4 Reasons for requesting a review of marking. Any request for a review of marking must be made to the centre by 31 August 2023.

3.2 Step 2: Centre complete the review of marking

When a UAL Approved Centre receives a request for the review of marking it must:

• Allocate an Assessor that has no interest in the outcome of the review being carried out
• Ensure that the Assessor has not previously been involved in the marking of the assessment for the learner requesting the review of marking
• Ensure that the Assessors has been trained on how to carry out a review of marking in line with UAL Awarding Body Extended Project Qualification requirements
• Complete the review of marking within an appropriate timeframe that also allows for an appeal of the review of marking to be submitted to UAL Awarding Body by the 16 September 2023.

3.3 Step 3: Requesting a grade appeal

Internally assessed qualifications deadline 16 September 2023

Once a UAL Approved Centre has completed a review of marking, if the learner is not happy with the outcome or the centre has upheld the review of marking resulting in a change of mark, the centre must review the UAL Grade Appeals Policy and complete the Grade Appeal form and submit this along with supporting evidence to the Quality Assurance and Enhancement team. For queries relating to Grade Appeals you can email gradeappeals.awarding@arts.ac.uk.

For internally assessed qualifications UAL Awarding Body does not remark learner work. UAL Awarding Body quality assure and moderate the mark justification and evidence provided by the UAL Approved Centre when determining a final mark.
4. Other related information

4.1 Confidentiality and GDPR
UAL Awarding Body are committed to protecting your privacy and being transparent about how your data is processed. We process personal data in accordance with our UAL Awarding Body Transparency Notice, sometimes referred to as a ‘Privacy Notice’. This sets out our data processing practices and your rights and options regarding the ways in which your personal information is used and collected, in line with the General Data Protection Regulation (GDPR). If you have a query about the way in which we process your data, contact information is provided at the end of the Transparency Notice.

4.2 Equality
UAL Awarding Body believe that equality and diversity is integral to our inclusive curriculum, our creative innovation, our global reputation and the richness of UAL Awarding Body. UAL Awarding Body is committed to addressing inequality and celebrating diversity in order to sustain an accessible and inclusive environment for all learners, centres, governors, visitors, community and commercial partners with whom we engage. For more information about accessibility please review our accessibility statement here.

4.3 Related documents
The following are UAL Awarding Body policies which relate to this review of marking policy:
• UAL Awarding Body Grade Appeals Policy 2022-2023
• UAL Awarding Body Transparency Notice
• UAL Accessibility Statement
• Review of Moderation Policy
# Appendix

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## Links to regulatory Conditions

UAL Awarding Body is required to comply with all Conditions of Recognition produced by the three UK qualifications regulators: Ofqual, Qualifications Wales and CCEA Regulation. The Policy is underpinned by the below regulatory Conditions:

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<th>Regulatory body</th>
<th>Relevant Condition</th>
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<td>Ofqual</td>
<td>H6 – Issuing results</td>
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<tr>
<td>Qualifications Wales</td>
<td>Project 11 Review of marking of Marked Assessment Material</td>
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<td>CCEA Regulation</td>
<td>Project Qualification Level Conditions and Requirements</td>
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<td>Project 12 Appeals process for project qualifications</td>
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<td>I1 – Appeals process</td>
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<td>I2 – Compliance with Ofqual/Qualifications Wales/CCEA’s appeals and complaints process</td>
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