**EnGlish**

**Godalming College English Department Non-Examined Assessment (Coursework) Marking and Assessment Procedures**

**What support are we allowed to give you?**

* You get one full draft opportunity. In most cases this takes place around the end of the autumn term or beginning of the spring term in your second year. Many teachers like to also give the opportunity for students to do plans and small sections of sample writing before the draft is completed. In some cases (e.g. English Language) the drafting process may be broken into sections
* We give you a reasonable amount of time to complete the draft. For full essays, this will tend to be a minimum of two weeks to do the draft (which may be over a holiday). For English Language investigations shorter sections, such as introductions, will have a shorter turn-around time
* We collect in the draft and provide you with fairly detailed written feedback. You will always have access to a copy of the assessment criteria and your feedback will be linked directly to a sheet with the assessment criteria on there
* We do not give you mark for your draft (we are not allowed to do so) but we can indicate roughly where you have got to in terms of the skills you are demonstrating. We will use a mark sheet to illustrate this, or give you a clear indication of level within the written feedback
* Some teachers give ‘audio’ feedback, with recordings of what they think about your first draft and where you could go next with it
* Once your draft has been returned (which will usually be within two weeks of us receiving the work) we will give you at least two weeks to complete a final version of the coursework assignment
* While you work on your final version, teachers may allow some class time to work on your coursework, which will give them an opportunity for some further one-to-one verbal feedback to clarify what has been written on the essay
* **There is centralised hand-in, in the Hall, between 1pm and 2pm on a prescribed date, which will be clearly placed on Godalming Online and issued to you by your teacher**
* Please be aware that **you will need to sign a cover sheet to say that this is all your own work and that you have not had any other help (and that includes tutors outside college) that has not been acknowledged in the work itself**

**How is the coursework marked and moderated?**

* We collect in the coursework on the deadline day and your coursework teacher will mark the work you produced for them (one teacher for Literature A level and for Language A level, two teachers for Language and Literature A level)
* We use the assessment criteria and any guidance we have received from the exam board and our professional experience and expertise to mark your essay
* When all the essays have been marked, we meet as a team to moderate them internally. **This will take place before the end of April in the final year of your course.** A top, middle and bottom is selected from each class and triple marked (i.e. two additional teachers will check the sample)
* If there is seen to be an inconsistency in a teacher’s marking in any given year, they will go back to their essays and adjust up or down as suggested by the moderated sample
* Any further essays which are seen as problematic are also offered up for internal moderation during this period
* You will receive a mark for your coursework, at least a fortnight before the end of teaching on the course. **Usually this will be just after the May bank holiday.** Your mark will appear on your Self page. Please note that these marks are provisional, because the external moderator can adjust them, and you will not received a grade at this stage; grades are awarded by the exam board in the summer and boundaries are not set until then
* By the middle of May (usually around the 15th May) the external moderator will request a sample from our college, to check that our marking fits with national standards
* The mark will then be confirmed and will filter in to your overall marks and the be converted to a grade by the exam board in August.

Last updated 16th April 2018 by David Kinder, Head of English