

Fine Art, Fashion and Textiles, 3D Design, Graphic Communication and Photography

How we mark, standardise and moderate your work

We are committed to ensuring that whenever 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. We are 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.

STAGE 1: Staff undertake provisional marking in pairs/small groups using the generic exam board coursework mark scheme and guidance carefully.



STAGE 2: CROSS DEPARTMENT STANDARDISATION: Staff across the Arts subjects meet to look at standards and levels of work marked so far, in accordance with exam board criteria. They cross-mark work to ensure that all teachers are agreed on the standard required to reach each level. Teachers must change their marks and re-mark any pieces of work accordingly if their marking does not meet the agreed standard.



STAGE 3: Staff mark the rest of the coursework in pairs/small groups following the exam board mark schemes, guidance carefully. **They will then moderate work within department teams to ensure consistency of standards.**



STAGE 4: MARKS ARE UPLOADED TO THE PORTAL: Students are informed of their marks by an email.



STAGE 5: EXAM BOARD MODERATION: Coursework marks are submitted to the exam board. The exam board then undertake an external moderation process where a sample of work is moderated by an external examiner. Note that the external moderator may change the centre's marks and their decision is final.