

Bilborough College

Assessment Guidance

For Students, Parents and Staff

About this document

This guidance sets out how assessment works at Bilborough College. It is intended for students studying A levels and BTECs, and provides important information for parents, carers and staff.

Whether you are looking for information about submission deadlines, how your work is marked, preparing for exams, or what to do if you need to resit or appeal a result, you will find the relevant guidance in this document.

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1. Deadlines and Submission Procedures

Meeting deadlines is a key part of your development at Bilborough College. Submitting work on time helps you stay on track academically and develops the habits that will serve you well in higher education and employment.

1.1 How Deadlines Are Set

All assessment deadlines are communicated to students at the start of each unit or module. Your teacher will confirm deadlines in class and they will be recorded on your course timetable on SharePoint or Moodle page. If you are unsure of a deadline, it is your responsibility to ask your teacher promptly.

1.2 Submitting Your Work

Unless your teacher specifies otherwise, all coursework and controlled assessment should be submitted through the college's designated submission system. Physical submissions must be handed directly to your teacher or to the examinations office at break or lunch on submission days.

When submitting work, please ensure you:

- Include your full name, student number, and the assignment title on every piece of work.
- Submit by the stated time, not just the stated date — late submissions within the same day may not be accepted.
- Keep a copy of your work until results have been confirmed.
- Obtain confirmation of submission where possible (e.g. a receipt or email confirmation).

1.3 Late Submissions

A levels and BTECs have different rules regarding late submission, reflecting their different structures.

A Levels	Vocational (BTEC, T levels etc)
<p>A level assessments are primarily external examinations set and marked by the awarding body. Internally assessed components (such as coursework or NEAs) must be submitted by the internal college deadline.</p> <p>If you miss an internal deadline, speak to your teacher immediately. Whether late work can be accepted will be at the discretion of the teacher and department, and may be subject to penalty which may affect your overall grade.</p> <p>Missing an external exam deadline is managed by the awarding body and cannot normally be reversed. Contact the exams office as soon as possible.</p>	<p>Vocational qualifications are largely internally assessed. Each unit has a set deadline and late work may not be accepted for marking, which can affect your overall grade.</p> <p>If you are unable to meet a vocational course deadline, you must contact your teacher before the deadline passes. In some circumstances an extension may be granted, but this cannot be guaranteed.</p> <p>Persistent late submission may be recorded as a concern and referred to your skills and progression teacher.</p>

1.4 Extensions

Extensions may be granted in exceptional circumstances, such as a serious illness or a significant personal difficulty. To request an extension you should:

1. Speak to your teacher as soon as you are aware that you may have difficulty meeting the deadline.
2. Provide supporting evidence where appropriate (for example, a medical certificate).
3. Be aware that extensions cannot always be granted, particularly where awarding body deadlines apply.

Note for Parents and Carers

If your young person is struggling to meet a deadline due to illness or a personal difficulty, please encourage them to speak to their teacher or skills and progression teacher as soon as possible. Early communication gives the college the best chance of supporting them effectively.

We have extensive wellbeing support at Bilborough – please contact

Wellbeing@bilborough.ac.uk or access the resources on the college wellbeing resources through the [Student Portal](#)

2. Marking and Feedback

Marking and feedback are central to your progress at Bilborough College. Understanding how your work is assessed, and how to act on the feedback you receive, will help you to improve over time.

2.1 How Work is Marked

A levels	Vocational Courses
A level coursework and internal assessments are marked using mark schemes provided by the awarding body (such as AQA, OCR or Edexcel). Your teacher will apply these criteria consistently.	Coursework is marked against learning aims and assessment criteria set out in the unit specification. Each criterion is graded as Pass, Merit or Distinction (P, M, D).
Grades are expressed as marks or UMS (Uniform Mark Scale) points, which contribute to your final A level grade (A*–E).	Your overall BTEC grade (Pass, Merit, Distinction or Distinction*) is determined by combining your results across all units.
Some A level components, such as practical endorsements in science, are assessed on a pass/fail basis throughout your two year course.	Evidence of achievement must meet all the requirements of each criterion. Partial achievement does not earn the criterion.

2.2 Turnaround Times

You can normally expect marked work to be returned within three weeks of submission, unless your teacher advises otherwise. During busy assessment periods (eg. mock examinations, controlled assessment deadlines), turnaround times may be slightly longer. If you have been waiting longer than three weeks, please speak to your teacher. You may receive some work back earlier in some subjects areas.

2.3 Understanding Your Feedback

Feedback will normally be written on your work or provided separately. It is designed to help you understand what you did well and what you need to improve. You should:

- Read all feedback carefully before starting your next piece of work.
- Note specific targets for improvement and refer to them when preparing your next assignment.
- Ask your teacher if there is anything in the feedback you do not understand in a boost session
- Keep all marked work and feedback as a record of your progress.
- Complete DIRT (directed improvement and reflection time) work to help improve your next assessed work

2.4 Questioning a Mark

If you believe your work has been marked incorrectly, you should in the first instance speak to your teacher and ask them to explain how the mark was awarded. If you remain concerned after this conversation, you may request that the work is reviewed by another teacher in the department. This is not the same as a formal appeal (see Section 4).

Note for Parents and Carers

We encourage students to take ownership of their feedback and to follow up with their teacher if they have questions. If you have concerns about how your young person's work has been assessed, please encourage them to speak to their teacher in the first instance.

3. Exam Preparation and Revision

Preparing thoroughly for assessments is one of the most important things you can do to achieve your potential. This section offers guidance on how to approach revision and prepare for examinations at Bilborough College.

3.1 Planning Your Revision

Good revision starts with a plan. We recommend that you:

- Begin planning your revision well in advance — at least six to eight weeks before examinations.
- Create a realistic revision timetable that covers all your subjects without overloading any single day.
- Break your revision into manageable topics rather than trying to cover everything at once.
- Build in regular breaks and time for rest — consistent effort over time is more effective than last-minute cramming.

3.2 Effective Revision Techniques

Research into learning suggests that some revision techniques are more effective than others. The following approaches are widely recommended:

Technique	What it involves
Active recall	Testing yourself on material rather than passively re-reading notes. Use flash cards, past paper questions, or ask someone to quiz you.
Specifications	If you are unsure of what you need to know for an assessment, find your subject on your exam boards' website to see what is in the specification
Spaced retrieval practice	Spreading revision sessions out over time and returning to topics regularly, rather than covering them all at once.
Past papers	Practising examination questions under timed conditions using past papers and mark schemes. This is especially important for A levels.
Mind maps and diagrams	Organising information visually can help with understanding connections between topics.
Revision guides	Using approved textbooks and revision guides to supplement your notes and fill any gaps in your knowledge this will often be available to purchase in the library through WisePay

3.3 A Level Exam Preparation

A level examinations are set and administered by the awarding body. Preparation should focus on understanding the specification content in depth, applying knowledge to unfamiliar questions, and practising exam technique.

- Obtain a copy of the full specification for each of your subjects. These are available from your subjects' SharePoint portal / Moodle page or the awarding body website.
- Work through past papers under timed conditions and review your answers against the mark scheme.
- Pay close attention to command words (e.g. describe, explain, evaluate, assess) as these indicate the type of response required.
- Ask your teacher for feedback on practice answers before the exam period begins and use your previous assessments for support.

3.4 Vocational Assessment Preparation

Vocational assessments are internally set and marked, and many take the form of assignments rather than written examinations. Preparation for assessments and assignments should focus on:

- Reading the assignment brief carefully and ensuring you understand exactly what is being asked.
- Reviewing the assessment criteria (Pass, Merit, Distinction) so you know what is required to achieve each grade.
- Planning your response before you begin writing, particularly for extended pieces of work.
- Referencing sources appropriately where research is required.
- Proofreading your work before submission.

3.5 Support Available

Bilborough College offers a range of support to help you prepare for assessments. This includes:

- Revision sessions and boost workshops offered by subject teachers, particularly in the run-up to examination periods.
- Access to the library and learning resources, including past papers and revision materials.
- Support from your skills and progression teacher if you are feeling overwhelmed or struggling to manage your revision.
- Study skills sessions available through the learning support team.

Note for Parents and Carers

You can support your young person's revision by helping them to create a quiet, consistent space for study at home and by encouraging them to stick to their revision timetable. If you are concerned that they are struggling with the volume or pressure of revision, please contact their skills and progression teacher.

4. Resits and Grade Appeals

If you are not satisfied with your results, or believe that an error has been made in the assessment of your work, there are formal processes available to you. This section explains the options for resits and grade appeals.

4.1 Resits

A Levels	Vocational Courses
A level examinations can normally be retaken in a subsequent examination series. The awarding body determines when resit opportunities are available, which is typically once per year.	Coursework units can in some circumstances be resubmitted following feedback, where the awarding body and college policy permit. This is subject to teacher and departmental approval and is not automatic.
If you wish to resit an A level examination, you must discuss this with your subject teacher and the college exams office. There may be a cost associated with entering for a resit examination. Your final grade will be based on the best result achieved across all attempts, in line with awarding body rules.	A resubmission opportunity allows you to address specific areas of weakness identified in feedback. It does not mean you can submit entirely new work. If you are considering a coursework resubmission, speak to your teacher as early as possible after receiving your result.

4.2 Results Enquiries and Appeals — A Levels

If you believe your A level result does not reflect your performance, there is a formal process managed by the awarding body after the Summer Examination results are released in August:

1. Priority Check: A check that the correct marks have been entered and that all work has been assessed. This should be requested through the college exams office promptly after results are published.
2. Clerical Check: A check of the administrative processes, including mark addition and data entry. Available in all cases.

3. **Review of Marking:** A re-mark of your paper by a senior examiner. This is available for most components and must be requested through the college. A fee may apply, which is normally refunded if the grade changes.
4. **Appeal to the Awarding Body:** If you are not satisfied with the outcome of a review of marking, you may request an appeal to the awarding body. The grounds for appeal are limited and specified by the awarding body.

All requests for results enquiries must be made through the college exams office and within the deadlines set by the awarding body. Please do not contact the awarding body directly.

4.3 Vocational Qualification Grade Appeals

If you believe your BTEC assessment result is incorrect, the process is as follows:

5. In the first instance, speak to your teacher and ask them to explain how the assessment criteria were applied to your work.
6. If you remain dissatisfied, you may submit a formal internal appeal to the Head of Department in writing, setting out clearly why you believe the result is incorrect.
7. The Head of Department will arrange for the work to be reviewed by a second assessor.
8. If you are not satisfied with the internal appeal outcome, you may request escalation to the college's quality assurance process, which may involve an external verifier.

BTEC appeals must be based on the assessment criteria — you cannot appeal simply because you are unhappy with your grade. The college's full assessment appeals policy is available from the exams office and the college website.

4.4 Key Timescales

It is important to act quickly if you wish to request a resit, review or appeal. Key deadlines are as follows:

Action	When to act
Request a priority or clerical check (A level)	Within the first few days after results day — check the exact deadline with the exams office.
Request a review of marking (A level)	Deadlines are set by the awarding body and published each year. The college exams office will advise.
Submit a vocational internal appeal	Within 10 working days of receiving your result.
Request a vocational resubmission	Speak to your teacher as soon as possible after receiving feedback on your work.

Note for Parents and Carers

If you believe your young person's result may be incorrect, please encourage them to follow the process outlined above. The first step is always to speak to the subject teacher. The college exams office is also available to advise on the options and timescales that apply.

5. Further Information and Contacts

If you have questions about any aspect of assessment at Bilborough College, the following contacts may be helpful:

Query	Who to contact
Deadline extensions or submission queries	Your subject teacher in the first instance
Marking and feedback queries	Your subject teacher or Curriculum Leader for your subject
Exam entries, resits and results enquiries (A level)	The college exams office exams@bilborough.ac.uk
BTEC assessment or appeal queries	Your subject teacher or Curriculum Leader for your subject
Revision support and study skills	Skills and progression teachers, lesson resources and portals / Moodle pages
General wellbeing or personal difficulties affecting study	Your skills and progression teacher, wellbeing, learning support