

Bilborough College | A Level Assessment Guide

A quick reference for A Level students

Deadlines & Submission

- Check deadlines in class, on your timetable, and on Moodle at the start of each module.
- Submit through the college's designated system, or hand work directly to your teacher or department office.
- Include your full name, student number and assignment title on every submission.
- Submit by the stated TIME, not just the date — same-day late work may not be accepted.
- Keep a copy and obtain confirmation (receipt or email) where possible.
- If you miss an internal deadline, speak to your teacher immediately.
- For extensions due to illness or personal difficulty, contact your teacher as early as possible and provide evidence (e.g. medical certificate). Extensions cannot always be guaranteed.

Marking & Feedback

- Work is marked using awarding body mark schemes (AQA, OCR, Edexcel). Grades are expressed as marks or UMS contributing to your final A*–E grade.
- Some components (e.g. science practicals) are assessed on a pass/fail basis.
- Expect marked work returned within 3 weeks; longer during busy periods.
- Read all feedback carefully, note targets, and complete DIRT (directed improvement and reflection time) work.
- If you think a mark is wrong, speak to your teacher first. If still concerned, request a departmental review (not the same as a formal appeal).

Exam Preparation

- Start planning revision at least 6–8 weeks before exams. Use a realistic timetable and build in regular breaks.
- Most effective techniques: active recall, spaced retrieval practice, past papers under timed conditions.
- Download the full specification for each subject from Moodle or the awarding body website.
- Focus on command words: describe, explain, evaluate, assess — these tell you the type of answer required.
- Revision sessions, library resources, and study skills support are all available — ask your teacher or skills and progression teacher.

Resits & Appeals

- A level exams can normally be retaken once per year (awarding body determines the date).
- Discuss resit plans with your subject teacher and the exams office. A fee may apply.
- Your final grade will be based on your best result across all attempts.

If you believe your result is incorrect, the process is:

Step	Action / Deadline
1. Priority Check	Request through exams office — within days of results day.
2. Clerical Check	Check of admin processes — available in all cases.
3. Review of Marking	Re-mark by senior examiner. Fee may apply (refunded if grade changes).
4. Awarding Body Appeal	Only if dissatisfied after review; grounds are limited.

All requests must go through the college exams office — do not contact the awarding body directly.

Key Contacts

Deadlines / submission / extensions	Your subject teacher
Marking and feedback queries	Your subject teacher or Curriculum Leader
Exam entries, resits, results enquiries	Exams office: exams@bilborough.ac.uk
Revision / study skills support	Skills & progression teacher, Moodle resources
Wellbeing / personal difficulties	Skills & progression teacher, wellbeing, learning support

Deadlines & Submission

- Each unit has a set deadline. Late work may not be accepted, which can directly affect your overall grade.
- If you cannot meet a deadline, contact your teacher BEFORE the deadline passes — do not wait.
- Extensions may be granted in exceptional circumstances (e.g. serious illness) but are not guaranteed.
- Submit through the college's designated system, or hand to your teacher/department office by the stated time.
- Include your full name, student number and assignment title on every piece of work.
- Keep a copy and get confirmation of submission where possible.
- Persistent late submissions may be referred to your skills and progression teacher.

Marking & Feedback

- Work is marked against unit learning aims and assessment criteria — graded as Pass (P), Merit (M) or Distinction (D).
- Your overall BTEC grade (Pass / Merit / Distinction / Distinction*) is calculated across all units.
- Important: partial achievement does not earn a criterion. You must fully meet every requirement.
- Expect marked work returned within 3 weeks; longer during busy assessment periods.
- Read all feedback carefully, note improvement targets, and complete DIRT (directed improvement and reflection time) work.
- If you think a mark is wrong, speak to your teacher first to understand how criteria were applied.

Assignment Preparation

- Read the assignment brief carefully — make sure you understand exactly what is being asked before you start.
- Review the P/M/D criteria so you know what each grade requires and plan your response accordingly.
- For extended work, plan your structure before writing. Reference sources appropriately and proofread before submitting.
- Revision sessions, library resources, and study skills support are available — speak to your teacher or skills and progression teacher.
- Begin revision planning 6–8 weeks before any externally assessed components. Use active recall and spaced practice.

Resubmissions & Appeals

- Resubmission may be allowed (where awarding body and college policy permit) to address specific weaknesses — it is not automatic.
- A resubmission is not an opportunity to submit entirely new work; you address the gaps identified in feedback.
- Speak to your teacher as soon as possible after receiving your result if you want to explore resubmission.

If you believe your result is incorrect, the formal appeal process is:

Step	Action
1	Speak to your teacher and ask how the criteria were applied to your work.
2	Submit a formal written internal appeal to the Head of Department (within 10 working days of your result).
3	Head of Department arranges a review by a second assessor.
4	If still dissatisfied, escalate to the college quality assurance process (may involve external verifier).

Appeals must be based on assessment criteria — you cannot appeal simply because you are unhappy with your grade.

Key Contacts

Deadlines / submission / extensions	Your subject teacher
Marking and feedback queries	Your subject teacher or Curriculum Leader
BTEC assessment or appeal queries	Your subject teacher or Curriculum Leader
Revision / study skills support	Skills & progression teacher, Moodle resources
Wellbeing / personal difficulties	Skills & progression teacher, wellbeing, learning support