
Marking and Standardisation Policy

Examinations

bbodance 2022-23

This policy outlines how bbodance seeks to ensure that marks issued to Candidates represent a reliable, accurate and align to the Qualification Specification(s) and relevant mark scheme.

Examiners

All Candidates taking bbodance Examinations are externally assessed by an Examiner who is appointed, contracted and trained by bbodance.

Examiners are appointed on the basis of their professional expertise and suitability to the role. They undergo a rigorous selection process and training programme before their appointment is confirmed. All Examiners must meet the following criteria:

- A Level 5 (or above) dance teaching qualification and/or **Registered Teacher Status** with a Dance Teaching Society;
- A minimum of three years of **professional teaching experience**;
- An up-to-date **DBS certificate**, or be working to obtain one;
- **Safeguarding Training** — if not, they will undergo it if their application is successful.

All Examiners are required to complete a check with the Disclosure and Barring Service and adhere to the policies and procedures of bbodance, including in matters related to equality and diversity, safeguarding, and conflicts of interest. Examiners are contracted annually and must adhere to the terms and conditions of the contract.

Data relating to the marking of each Examiner, based on all the considerations and procedures outlined in this policy, is collated and maintained in tracker documents by the Regulatory and Quality Assurance Adviser.

Marking Ethos

bbodance assesses Candidates demonstration via mastery of specific tasks (genre specific syllabi) in accordance with published criteria (mark scheme within the Specification). The assessment itself does not change from that outlined in the published Specification and is identical for each Candidate who takes a particular Examination.

Detailed mark schemes relating to all assessments are outlined in full in the Specifications. This comprises the Learning Outcomes, Assessment Criteria, mark schemes and grade descriptors.

The aims of the mark schemes are to ensure that all users of qualifications are aware of the assessment criteria and measures of achievement, and can tailor the preparation of Candidates for Examinations accordingly (with use of the Special Consideration and Reasonable Adjustment Policies and Procedures if need be).

The mark schemes also ensure that all Examiners are assessing according to the same standards and principles, in collaboration with Examiner training, standardisation and ongoing review.

Mark schemes are as consistent as possible across all genres and levels in order to promote familiarity and confidence on the part of Examiners, and to aid clarity and understanding on the part of users of qualifications. However, the mark schemes are tailored to ensure that genre specific skills are assessed fully.

Mark schemes are kept under continual review by the Qualification and Awards Approval Board (QAAB) and the Quality Assurance Committee (QAC) and may be changed when a clear rationale to do so is identified. Such a rationale may arise from:

- Examiner standardisation activity, the comparison and monitoring of results data over time (as undertaken by the Regulatory and Quality Assurance Adviser in collaboration with the Examinations and Syllabi Development Manager)
- Feedback from users of qualifications

Any such changes are reviewed and agreed by the Qualification and Awards Approval Board and reported to the Board of Trustees. Implementation of any changes would be overseen by the Regulatory and Quality Assurance Adviser.

bbodance participates regularly in comparability exercises with other awarding organisations working in the same sector, coordinated by the Council of Dance, Drama and Musical Theatre. This enables it to monitor specified levels of attainment set for similar qualifications offered by other awarding organisations.

Moderation and Quality Assurance Checks

The Examinations and Syllabi Development Manager will conduct, or oversee the following processes by a training administrator, the following quality assurance checks on Examiner marking/completion of reports:

- Check that all spellings of names are correct on database, timetable and Reports
- Add up marks on the Report to check they are correctly calculated
- Make sure the Result on timetable and Reports are the same
- Check the Reports for incorrect grammar, spelling of terminology and any inappropriate language (any comments which do not reflect the qualification purpose or assessment criteria)

A spot check of 5 students, who have previously undertaken Examinations with bbodance, is sent to the Regulatory and Quality Assurance Adviser to ascertain if the marks are in line with expectation. If they are not, a conversation will take place between the Regulatory and Quality Assurance Adviser and Examiner.

- Should the Examiners marks fall more than 10 marks outside of previous marks, adjustments may be made prior to the marks being released to the Candidate.
- Should an individual Examiner consistently fall outside of standard Grading (monitored via annual standardisation tasks, quality assurance checks and Grade Enquiries) they will be required to complete targeted standardisation tasks, as detailed below

Standardisation

Every Examiner is required to undertake standardisation tasks on an annual basis. This is delivered through a combination of online viewing, group onsite Examiner training sessions and one to one meetings with the Regulatory and Quality Assurance Adviser as required.

The aim of standardisation tasks is for Examiners to apply the mark scheme to a recorded Examination, of multiple Candidates. All Examiners view and mark the Candidates, so that meaningful comparisons can be made.

Mandatory Examiner training is held annually. The focus of this training may vary to ensure reliability of marks, understanding of policy and processes and receive training on any new initiatives. Examiners who are not able to attend training are required to make themselves available for a discussion with the Regulatory and Quality Assurance Adviser in order to cover the content and learning from the training day, this may take the form of a one to one or group onsite meeting or a conference call/video call. Should an Examiner not complete mandatory training, they will not be permitted to undertake any assessment until such training has been completed.

Standardisation tasks are delivered via viewing recorded footage, assessing and the submission of a report which is then audited by the Regulatory and Quality Assurance Adviser. Individual and group feedback is then compiled and disseminated to Examiners and to the bbodance committees for consideration.

The Regulatory and Quality Assurance Adviser is responsible for setting standardisations, arranging and running Examiner training. The Examinations and Syllabi Development Manager will assist in selecting suitable recorded Examinations for the standardisation task and providing benchmark marks.

Marks awarded by Examiners in standardisation exercises maybe logged and analysed by the Regulatory and Quality Assurance Adviser if required. These inform analysis and provide evidence for the need for the adjustment or further Examiner training. Should a pattern form, targeted Examiner training will be implemented and the Examiner remain under review until the issue has been resolved or their contract has been terminated.

Date of next review: August 2023