MARKING, RESULTS AND RESULTS RELEASE POLICY

Policy Status: Assessment Integrity and Quality Assurance Policy
Applies to: All I-PATH assessments, examinations and awards (regulated and unregulated)
Audience: Staff, examiners, Teacher Members, centres and third parties
Policy Owner: Head Office
Governance Oversight: Examinations & Standards Committee (ESC) and Grand Council
Review Cycle: Annual or following significant assessment or results-related incident
Last Reviewed: 15th February 2026

1. Purpose of the Policy

This policy sets out how I-PATH ensures that:

- marking is accurate, fair and consistent
- results are checked, confirmed and quality assured
- results are released securely and appropriately
- learners are protected from error or unfair disadvantage
- awarding organisation and regulatory expectations are supported

The policy applies across the full assessment lifecycle, from marking to certification.

2. Scope

This policy applies to all assessment routes supported by I-PATH, including:

- graded examinations
- vocational graded examinations
- achievement awards
- graded achievement awards
- guided graded examinations
- written projects, portfolios and podcasts
- face-to-face, live video and recorded video exams

It applies to regulated and unregulated provision.

3. Core Principles

Marking and results management are governed by the following principles:

- Validity and reliability of marking
- Consistency across examiners, centres and sessions
- Transparency and traceability of decisions
- Learner protection

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- Proportionate quality assurance
- Clear separation of marking and results release

4. Roles and Responsibilities

4.1 Examiners

Examiners are responsible for:

- assessing candidate performance against published criteria
- marking independently and objectively
- applying marking criteria consistently
- completing examiner reports clearly and accurately
- submitting marks and reports within required timeframes
- flagging anomalies, concerns or potential malpractice

Examiners must not:

- share provisional or final results directly with learners or centres
- discuss grades informally
- amend marks after submission without authorisation

4.2 I-PATH Head Office

Head Office is responsible for:

- receiving and logging examiner submissions
- conducting results checks and quality assurance
- identifying anomalies or risks
- managing moderation or escalation where required
- controlling results confirmation and release
- liaising with the awarding organisation (where applicable)

4.3 Examinations & Standards Committee (ESC)

The ESC provides oversight where:

- marking anomalies are identified
- moderation is required
- adverse effects may arise
- regulatory or reputational risk is present

5. Marking Arrangements

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5.1 Marking Model

- All graded and vocational examinations are marked by external I-PATH examiners
- Written and podcast components of vocational exams are marked by the examiner
- Unregulated awards are marked by an examiner or I-PATH Head Office, as specified
- The Diploma in Choreography is marked by the course lead and moderated by Head Office, with ESC oversight
- Professional qualifications are assessed internally for feedback, with final marking undertaken by the awarding organisation

5.2 Marking Standards

Examiners must:

- apply published criteria
- evidence judgements through written feedback
- adhere to standardisation outcomes
- mark without bias or conflict of interest

Failure to do so may result in intervention or disciplinary action.

6. Quality Assurance of Marking

6.1 Routine Checks

Head Office conducts routine checks, including:

- completeness of submissions
- internal consistency
- comparison with historical data
- examiner marking patterns

6.2 Anomaly Detection

Potential anomalies may include:

- unusually high or low results
- significant year-on-year centre variation
- examiner deviation from expected patterns

Anomalies are investigated proportionately.

6.3 Moderation

Where required:

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- moderation is approved by the ESC
- moderation outcomes are documented
- awarding organisation support is sought where appropriate

Moderation decisions are evidence-based and auditable.

7. Results Confirmation

Results are not considered final until:

- examiner submissions are complete
- QA checks are concluded
- moderation (if required) is completed
- internal approval is given

For regulated qualifications:

- results are confirmed in line with awarding organisation processes

8. Results Release

8.1 Method of Release

- results are released by I-PATH Head Office
- results are issued to Teacher Members or Centres, not directly to learners
- provisional results are not released

8.2 Timing

Results are released:

- within published timeframes
- once all checks are complete
- subject to payment and administrative compliance

Delays are communicated transparently where unavoidable.

8.3 Confidentiality

Results are confidential until formally released.

Unauthorised disclosure constitutes misconduct.

9. Errors and Corrections

Where an error is identified:

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- results release may be paused
- corrective action is taken promptly
- affected centres are informed
- escalation occurs where adverse effects are possible

Errors are managed under the:

- Enquiry of Results Policy
- Adverse Effects, Incident Reporting and Regulatory Escalation Policy

10. Enquiries of Results and Appeals

Following results release:

- centres may submit Enquiries of Results within published timeframes
- appeals are managed under the Appeals Policy
- results are amended only where justified

Learners must not be disadvantaged by procedural error.

11. Certification

- certificates are issued only after results are finalised
- for regulated qualifications, certificates are issued by the awarding organisation
- I-PATH distributes certificates to centres where applicable
- no certificates are released where fees remain unpaid

12. Records and Audit

I-PATH retains records of:

- marks and reports
- QA checks
- moderation decisions
- results release dates
- corrections and outcomes

Records are:

- factual
- securely stored
- auditable

13. Relationship to Other Policies

This policy must be read alongside:

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- Assessment Policy
- Quality Assurance Policy
- Enquiry of Results Policy
- Appeals Policy
- Malpractice and Maladministration Policy
- Adverse Effects and Incident Reporting Policy
- Assessment Security and Confidentiality Policy

14. Policy Review

This policy will be reviewed:

- annually
- following a significant marking or results issue
- following regulatory or operational change

Final Statement

Accurate marking and controlled results release are fundamental to trust in qualifications.

This policy ensures that I-PATH's marking and results processes are rigorous, transparent and learner-focused, supporting consistent standards and public confidence.

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