



## Non-Examined Assessments

### NEA Appeals Procedure

Some GCSE and A Level qualifications require students to undertake Non-Examination Assessments (NEA), which are marked internally by teaching staff before being sent to the examination boards for moderation. The Academy ensures that all teachers follow robust procedures relating to the marking of candidates' work, so that it is fair and reliable, in-line with examination board requirements. Internal moderation and standardisation processes ensure consistency of marking.

Once a student's work is marked and standardised, they will be made aware of their marks for this part of the course. It is worth noting that examination boards will request a significant proportion of NEA assessments from the Academy to be sent to them for moderation to ensure that marking is in line with national standards. Therefore marks awarded by teachers should be considered provisional.

If a student believes that the assessment criteria have not been correctly applied to their work, they will have time to request a review of the marking.

Students must apply in writing using the NEA appeals form (available from the Exams Office) before the subject appeals deadline, explaining fully on what grounds they wish to request a review of centre assessed marking. All requests must focus solely on the quality of the work submitted, no other factors will be taken into consideration.

All completed NEA appeals forms must be returned to the examinations officer (not the subject teachers). No appeals will be accepted after the specified deadline.

Students will be made aware of the outcome of any appeals in writing from the Exams Office

**Please note that any review of marking can result in marks going down as well as up, and the reviewed marks are those which are sent to the examination boards with no exceptions.**

The Academy will:

1. Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Provide candidates with an opportunity to review materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline.
5. Allow time for the review to be carried out, to make any necessary changes to marks before the awarding body's deadline.



6. Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
7. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. Inform the candidate in writing of the outcome of the review of the centre's marking.

## 2022 Deadlines

Board	Qualification Level	Internal review request deadline
OCR (PE)	GCSE	24th March
OCR (Not PE)	GCSE	6th May
Eduqas/WJEC	GCSE	29th April
AQA	GCSE	29th April
Edexcel	A Level	6th May
AQA	A Level	6th May
OCR	A Level	6th May
Eduqas/WJEC	A Level	6th May