



26 March 2024

Dear Parent/Guardian

### **Non-Examination Assessments Process**

As you may be aware, qualifications in some subjects include components of non-examination assessment (NEA), similar to coursework in previous exam specifications. These NEA components are marked and moderated in school by subject teachers and departments. Before submitting NEA marks to the exam boards, schools are required to inform students of their provisional marks in these units and to have procedures in place that give students the opportunity to request a Review of Marking for these units if they believe there are grounds to do so.

Marks the students receive will be a purely numerical value with no information about what grade this might result in. This is because grade boundaries change every year and NEA work is subject to moderation by the exam board who may increase or decrease the mark awarded by the subject teacher.

The procedure for requesting a review is outlined below and overleaf and will be presented to students in an assembly after the Easter break.

Students have one week from the date marks are issued to them by subject teachers to request a Review of Marking. It is only students who can request a Review; it is not possible for parents to request a Review on their child's behalf. There must be clear grounds for the Review, arising from a misapplication of the formal mark scheme; a Review cannot be submitted simply on the basis that a student is unhappy with the mark awarded.

If a student is considering a Review, they can and should start by requesting copies of their marked work and the NEA mark scheme to help them determine if a misapplication of the mark scheme has taken place. For practical subjects in which making copies of work is impractical, students will be given the opportunity to view the work in school under teacher supervision. Requests must be emailed or made in writing to the Exams Officer, Mrs Powell. Her email address is: [hed.powell@hedingham.essex.sch.uk](mailto:hed.powell@hedingham.essex.sch.uk).

To initiate a review of marking, a completed NEA Appeals Form detailing the grounds for review must be handed to Mrs Powell, the Exams Officer by the relevant deadline, i.e. within 7 days of the marks being issued. A copy of the NEA Appeals Form will be provided to students at the same time as the copies of mark schemes and their work. The form is also available from Mrs Powell in the Exams Office.

A Review could result in a student's mark staying the same, increasing or decreasing. Signing the NEA Appeals Form confirms that the student understands this. It is the reviewed mark that is submitted to the exam board, whatever the outcome of the review. Should a Review of Marking take place, students will be informed of the reviewed mark in writing, whether or not the mark has changed.

Reviews of marking will be undertaken by subject specialists with appropriate levels of competence and expertise; however, it is a requirement that they have had no previous involvement in the initial marking and moderation process.

It is important to note that teachers are unable to give any guidance to students or parents as to the grade that a particular mark may equate to. Teachers and school staff are also unable to offer guidance to students or parents as to whether or not they should request a Review of Marking. Please also note that the NEA marks submitted by the school to the exam boards are subject to change during the exam board moderation process, which is carried out after the internal marking and moderation process in school and before the awarding of final grades.

Please contact Mrs Powell, Exams Officer, should you have any questions or concerns.

Yours sincerely



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