



24th February 2023

A level NEA Appeals Process

Dear Students and Parents,

A level courses in some subjects have non-examination assessment (NEA) components, similar to coursework in previous exam specifications. Most of these NEA components are marked and moderated in school by groups of subject teachers. Before submitting marks to exam boards, schools are required to inform students of their provisional marks in NEA units. Schools are also required to have procedures that give students the opportunity to request a review of marking for these units.

The dates for issuing marks to students and the deadline for receiving requests for reviews of marking for each subject are as follows:

Subject	Provisional NEA marks to students	Deadline for requests for marking reviews from students
PE	Thursday 16 th March	Thursday 23 rd March
History	Wednesday 26 th April	Thursday 4 th May
Extended Project	Wednesday 26 th April	Thursday 4 th May
Drama	Wednesday 26 th April	Thursday 4 th May
English Literature	Wednesday 26 th April	Thursday 4 th May
Biology	Wednesday 26 th April	Thursday 4 th May
Chemistry	Wednesday 26 th April	Thursday 4 th May
Physics	Wednesday 26 th April	Thursday 4 th May
Geography	Wednesday 26 th April	Thursday 4 th May
Music	A level Music NEAs are marked by the exam board so there is no internal marking or review process.	
D&T Product Design	Wednesday 26 th April	Thursday 4 th May
Art	Monday 15 th May	Monday 22 nd May
Photography	Friday 19 th May	Friday 26 th May

The procedure for requesting a review is outlined below and will be presented to students in an assembly on Monday 6th March 2023. Full details are available in the Non-Examination Assessment Appeals Policy on the school website.

- Students have five school days from the date marks are issued to request a review of marking.
- It is only students who can request a review. Parents are unable 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.



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- If a student is considering a review, they can and should start by requesting copies of their marked work and the NEA mark schemes to help them determine if a misapplication of the mark scheme has taken place. Requests must be made in writing to the Exams Officer, Miss Jones. For practical subjects in which making copies of work is impractical, students will have the opportunity to view work in school.
- To initiate a review of marking, a completed NEA Appeals Form detailing the grounds for review must be handed to Miss Jones, the Exams Manager by the end of the one week deadline. A copy of the NEA Appeals Form will be given to students at the same time as the copies of mark schemes and their work, but the form is also available in the Non-Examination Assessment Appeals Policy on the school website and from Miss. Jones in the exams office.
- A review could result in a student's marks staying the same, being increased or decreased. Signing the NEA Appeals Form confirms that a 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 the mark has changed or not.

Reviews of marking will be undertaken by subject specialists with appropriate levels of competence and expertise. However, they must 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 what grade a particular mark may equate to and teachers are also be unable to offer guidance to students or parents as to whether to request a review of marking. It should also be recognised that the NEA marks submitted to exam boards are also not final as they are subject to change during the moderation process that exam boards undertake on students' between the internal marking process in schools and the awarding of final grades.

Please contact Miss Jones, the Examinations Manager, should you have any questions or concerns.

Kind regards,

Mr G Searle
Deputy Headteacher

Miss K Jones
Examinations Manager



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