



10<sup>th</sup> February 2025

## GCSE NEA Appeals Process

Dear Year 11 Students and Parents

As you will be aware, GCSE 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.

This year's dates for the issuing of NEA marks to students and the deadlines for submitting requests for reviews of marking for each GCSE subject are outlined below:

| Subject                                       | Provisional NEA marks to students     | Deadline for requests for marking reviews from students |
|---|---------------------------------------|---|
| Physical Education                            | Friday 28 <sup>th</sup> February 2025 | Friday 7 <sup>th</sup> March 2025                       |
| English Language                              | Friday 14 <sup>th</sup> March 2025    | Friday 21 <sup>st</sup> March 2025                      |
| Drama   | Friday 4 <sup>th</sup> April 2025     | Friday 25 <sup>th</sup> April 2025                      |
| Music   | Wednesday 23 <sup>rd</sup> April 2025 | Wednesday 30 <sup>th</sup> April 2025                   |
| Design and Technology                         | Friday 25 <sup>th</sup> April 2025    | Friday 2 <sup>nd</sup> May 2025                         |
| Food Preparation and Nutrition                | Friday 25 <sup>th</sup> April 2025    | Friday 2 <sup>nd</sup> May 2025                         |
| Art and Design<br>(Personal Portfolio)        | Friday 2 <sup>nd</sup> May 2025       | Friday 9 <sup>th</sup> May 2025                         |
| Art and Design<br>(Externally-Set Assignment) | Wednesday 21 <sup>st</sup> May 2025   | Wednesday 4 <sup>th</sup> June 2025                     |

The procedure for requesting a review is outlined below and overleaf, and will be presented to students in an assembly on Monday 10<sup>th</sup> February 2025. Full details are available in the [KLS Non-Examination Assessment Appeals Policy](#)

- Students have one week from the date marks are issued 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. Requests must be emailed or made in writing to the Exams Officer, Miss Watson.

Continued overleaf...



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# Kings Langley School

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- To initiate a review of marking, a completed NEA Appeals Form detailing the grounds for review must be handed to Miss Watson, the Exams Officer by the relevant deadline date. 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, but the form is also available on Pages 9-10 of the [Non-Examination Assessment Appeals Policy](#) on the school website and from Miss Watson 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 note also 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 Miss Watson, Exams Officer, should you have any questions or concerns:  
[exams@kls.herts.sch.uk](mailto:exams@kls.herts.sch.uk).

Kind regards

Mrs L Sudbery  
Deputy Headteacher

Miss J Watson  
Examinations Officer



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