



14th February 2025

A-Level NEA Appeals Process

Dear Year 13 Students and Parents

As you will be aware, A-level 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 A-level subject are outlined below:

Subject	Provisional NEA marks to students	Deadline for requests for marking reviews from students
Physical Education (PE)	Friday 28 th February 2025	Friday 7 th March 2025
Biology	Friday 25 th April 2025	Friday 2 nd May 2025
Chemistry	Friday 25 th April 2025	Friday 2 nd May 2025
Drama	Friday 25 th April 2025	Friday 2 nd May 2025
English Literature	Friday 25 th April 2025	Friday 2 nd May 2025
Extended Project Qualification (EPQ)	Friday 25 th April 2025	Friday 2 nd May 2025
Physics	Friday 25 th April 2025	Friday 2 nd May 2025
Geography	Friday 25 th April 2025	Friday 2 nd May 2025
History	Friday 25 th April 2025	Friday 2 nd May 2025
Product Design	Friday 2 nd May 2025	Friday 9 th May 2025
Computer Science	Tuesday 6 th May 2025	Tuesday 13 th May 2025
Art: Personal Investigation	Friday 9 th May 2025	Friday 16 th May 2025
Photography: Personal Investigation	Friday 9 th May 2025	Friday 16 th May 2025
Art: Externally-Set Assignment	Wednesday 21 st May 2025	Wednesday 4 th June 2025
Photography: Externally-Set Assignment	Wednesday 21 st May 2025	Wednesday 4 th June 2025

The procedure for requesting a review is outlined below and overleaf, and will be presented to students through an assembly on Tuesday 25th February 2025. Full details are available in the [KLS Non-Examination Assessment Appeals Policy](#) on the school website.

- 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.

Continued overleaf...



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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 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.
- 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.

Kind regards

Mrs L Sudbery
Deputy Headteacher

Miss J Watson
Examinations Officer



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