



26th February 2024

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 1 st March 2024	Friday 8 th March 2024
English Language	Friday 15 th March 2024	Friday 22 nd March 2024
Drama	Friday 19 th April 2024	Friday 26 th April 2024
Design and Technology	Friday 19 th April 2024	Friday 26 th April 2024
Food Preparation and Nutrition	Friday 19 th April 2024	Friday 26 th April 2024
Music	Friday 19 th April 2024	Friday 26 th April 2024
Art and Design	Friday 3 rd May 2024	Friday 10 th May 2024

The procedure for requesting a review is outlined below and overleaf, and will be presented to students in an assembly on Tuesday 27th February 2024. 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.
- 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 Jones.
- 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 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 11-12* of the [Non-Examination Assessment Appeals Policy](#) on the school website and from Miss Jones in the exams office.

Continued overleaf...



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- 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 Jones, Exams Manager, should you have any questions or concerns.

Kind regards

Mrs L Sudbery
Deputy Headteacher

Miss K Jones
Examinations Manager



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