

11 December 2018

JH/JB

Dear Parent/Carer

**Non-Examined Assessment Procedures for 2018-19**

Your son/daughter is currently preparing for GCSE and A level examinations which may in part be assessed by Non Examined Assessment or NEA. NEA is work that is produced by students for contribution to their final grades but is assessed and marked internally by the school.

This work is moderated internally to ensure marking is consistent and the mark schemes set by the examination boards are accurately applied. It is then externally moderated to ensure that the marks awarded are in line with the expectations of the exam board.

Students now have the right to be informed of their centre i.e. school assessed marks before they are submitted to the examination boards. This gives candidates a chance to request a review of the centre's marking if they think that mark schemes have not been accurately applied.

Any reviews of marking must be made in writing within 5 working days of the raw marks being issued. The date of issue is shown on the table.

We strongly recommend that if a student wishes to request an appeal against an NEA mark, it would be worth contacting the school to clarify the potential advantages and risks ahead of the submission.

Attached you will find:

1. Some answers to frequently asked questions about this process.
2. A schedule detailing the issue of raw marks for NEAs at Carre's Grammar School. If your child is studying courses at other schools in the Sleaford Joint Sixth Form they will be able to supply similar information.

If you have any questions about this please do not hesitate to contact me directly.

Yours faithfully



**Jamie Holland**  
Deputy Headteacher

## **Non Examined Assessments: FAQs for candidates and their parents**

### **When will the marks for the NEA be given to the students by the school?**

There will be specific dates depending on the subject studied. Please see attached schedule.

### **Please refer to the table at the end of this letter where the dates are shown**

If a student is absent from school on the day of release, then it is their responsibility to collect their results from the subject teacher.

### **How long will students have to appeal?**

The results will always be handed out on or before the date shown in the table. The deadline for appeals will be 5 working days after the issue of the raw marks date. The exams officer will need to be notified that a student wants to appeal and an appeals form, available from the exams office, will need to be completed and handed in by the deadline.

### **Will students be able to look at the submitted work?**

If students wish to view the NEA work they have submitted then this will need to be done in school under supervision as there must be no opportunity for the work to be amended.

### **Who will review the marking of the work?**

The work will be reviewed by a teacher who has not been involved in the marking of the work initially. This may be another teacher in the school but in certain situations this may be a teacher from a different school.

### **How long will it take to get the results of the appeal?**

Students will be informed of the appeal outcome within ten working days following the appeals deadline. The deadlines are summarised in the table at the end of this letter.

### **Can marks go down as well as up?**

All students must be aware that it is possible that the marks can go down. Furthermore, it is important to note that marks, whether appealed or not, can easily be changed by the examination boards' moderation process which is outside of our control, and which could alter the marks of many if not all of the candidates in a group.

### **What is the link between raw marks and awarded grades?**

It is impossible to transfer each given mark into an individual grade as the awarding bodies only make the grade boundary decisions based on the total marks in each subject once the national patterns have been analysed in July.

### **Can work be changed if a student is not happy with their mark?**

It is vital that students are clearly aware that work cannot be redrafted or amended as a result of the appeals process. The purpose of the appeal is to deal solely with a review of how the mark scheme has been applied by the assessor, rather than a student's desire to achieve a higher mark. The student's work must remain unchanged once submitted.

### **What is the cost of an appeal?**

Where a school or Trust review is possible there will be no charge for an appeal. In cases where an assessor from outside the Robert Carre Trust needs to be engaged an administrative fee may be charged.