

Dear Parent/ Guardian,

Re: Non-examined assessments (NEA) – review of marking

I wrote to you last month to provide details of the published exam arrangements for next summer's GCSEs. In this letter I also explained that there is a process whereby students can ask for the mark awarded by their teacher for their NEAs to be reviewed. I will explain in this letter how an appeal can be requested.

1. What are non-examined assessments (NEAs)?

Although the final GCSE grade in most subjects is determined solely by the students' performance in their final examinations next summer, there are some subjects where there is an element of non-examined assessment (NEA). This is work which the students complete in class, and sometimes at home, largely under the supervision of their teachers. In most subjects with NEA this will contribute 40% of the final grade. In the case of English Language, the NEA involves the speaking component. While the students need to complete this element of the course, their performance in this component does not affect their final English Language GCSE grade.

2. Which subjects have NEAs?

Students will complete NEAs in the following subjects:

- Art & Design
- Dance
- DT
- Drama
- English (speaking component)
- Food
- Music
- PE

3. How does the appeals process work?

In each of these subjects, there is a date by which the students need to have completed the NEA work. The NEA will then be marked by your child's teacher with moderation taking place across the subject team to ensure that the marks are being awarded consistently. These marks will then be submitted to our Examinations Officer who will e-mail them to the students by a published date.

While we do, of course, hope that the marks which have been awarded will not come as a surprise to the students, there is the possibility of asking for a review of marking at this stage. There are three grounds for asking for a marking review:

- an administrative error (e.g. marks are added up incorrectly)
- a failure to apply the marking criteria accurately
- an unreasonable exercise of academic judgement

In the case of the second and third points listed above, it is important to note that this is unlikely to be the case where the student may believe that the final mark awarded is only a few marks away from what they believe they should have been awarded. It is likely to be where there is a large gap although the size of this gap will depend on the number of marks which the NEA was marked out of.

If your child would like to appeal against a NEA mark, their parent/ guardian will need to do this on their behalf. If this is the case you should contact Mrs Farman, our Examinations Officer, by e-mail before the final published deadline for the submission of the appeal in each subject: vfarman@gillotts.org.uk

Mrs Farman will then provide you with a form which will need to be submitted before the final deadline along with a payment for £50. The payment is to cover the cost of the appeal (including administration costs and payment to the person completing the review). She will provide details of how the form should be completed and payment made once you have contacted her.

After you have submitted the appeal form, I will review this along with the Subject Leader of the subject for which you are asking for an appeal. If we believe that you have not identified sufficient grounds for your appeal we will contact you and ask you to re-submit your appeal. Once your appeal form has been accepted we will then ask for your work to be reviewed on the grounds which you have requested. This is likely to be completed by a teacher from another school who is familiar with the NEA and its mark scheme.

The final step is for us to notify you of the outcome of your appeal. We will then submit the final mark to the Awarding Organisation.

4. What are the key deadlines?

The key deadlines for the appeals process in each subject are shown below. If you do not submit your request for an appeal before the final deadline identified for this stage of the process, the review of marking will not take place.

Subject	Final deadline for marking	Marks to be e-mailed to students	Final deadline for requesting a mark review	Final deadline to submit marks to AO
Art & Design	4 May	4 May	11 May	25 May
Drama	1 March	1 March	10 March	24 March
Dance	30 March	30 March	20 April	4 May
DT	20 April	20 April	27 April	15 May
English Speaking	30 March	30 March	20 April	4 May
Food	30 March	30 March	20 April	4 May
Music	20 April	20 April	27 April	15 May
PE	8 March	8 Mar	15 March	31 March

5. Where can further information be found?

The key deadlines along with details of the appeals process can be found on the school website. This includes the guidance from JCQ regarding the NEA marking review process which we are required to follow.

<https://gillotts.org.uk/teaching-and-learning/exam-information>

If you have any questions, please e-mail Mrs Farman, our Examinations Officer.

Yours faithfully,

Dr Newbold

Deputy Head