

28 February 2025

Dear Parent/Carer,

Y11 & Y13 NEA Internal assessment and Appeals 2025

I am writing to you as your child will be entered for an external qualification in 2025. Many of these qualifications include an NEA component (non-examined assessment - 'coursework'), which is internally assessed. If your child's GCSEs or A Levels do not include an NEA component this may not apply to you.

We carry out rigorous moderation and standardisation procedures to ensure that every mark is reviewed in line with exam board expectations. Exam boards also provide schools with guidance on checking for the use of AI, which falls under malpractice. Please note the [student guidance attached](#) which outlines the key issues. In addition, the exam board will request a sample of work (or all students' work in small cohorts), which are sent to the exam board to be reviewed by an external moderator.

Despite these robust internal procedures, the Joint Council for Qualifications (who oversee examinations) provides students and their families with an opportunity to appeal internally assessed marks in cases where they feel there may be a significant concern or issue with the process undertaken to attain the mark. This is not a request for a different or mark uplift. You will be required to outline the significant concern or issue with the process undertaken to reach the mark. As a result, your child's teachers will ensure that they inform all students of their provisional marks in order to provide you with an opportunity to request a review of the marking process.

These marks will be released to students once available by their subject teachers. There will then be a four working day window, starting from the day of receipt of internal NEA marks, in which you can request an internal review.

- **For most subjects' students will receive their marks no later than 1 May with appeal requests no later than 6 May.**
- For Arts subjects at GCSE, students will receive their marks by 12 May and can appeal by 15 May.
- For Arts subjects at A Level, students will receive their marks by 5 June and can appeal by 10 June.
- For Music GCSE and NCFE Music Technology, students will receive their marks by 31 March and can appeal by 3 April.
- For Media GCSE, students will receive their marks by 22 April and can appeal by 25 April.
- For Media A level, students will receive their marks by 1 May and can appeal by 7 May.
- For Year 11 Health & Social Care units (R033/R035) with a deadline of 10 March students will receive their marks by 22 April and can appeal by 25 April.
- For Sixth form Health & Social Care, for Unit 14 students will receive their marks by 6 March and can appeal by 11 March. For Units 1 and 13, students will receive their marks by 22 May and can appeal by 3 June.

All appeals should be made by emailing the completed [NEA appeals form](#) to the Exams Manager (exams@theweald.org.uk) copying in the Subject Leader. We will only be able to process appeals registered in this way. The form will need to include an outline of the concern or issue with the process undertaken to attain the mark.

Please note that all marks (even those we have moderated and reviewed internally) issued before the results days in August are provisional as exam board moderation can move marks up or down, which would not be known until the final results.

Unless you have a significant concern that your child's work has not been assessed adequately, there is no need to contact us or take any further action. This procedure by JCQ simply formalises something we already undertake in our well-embedded processes.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Mowforth', with a stylized flourish at the end.

Mr A Mowforth
Assistant Headteacher