

26 March 2024

Dear Parent/Carer

Y10-13 NEA Internal assessment and Appeals 2024 - March 2024

I am writing to you as your child/ren will be entered for an external qualification in 2024. Many of these qualifications include an NEA component (non-examined assessment - 'coursework'), which is internally assessed. If your child/ren's GCSEs 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. 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.

These marks will be released to students once available by their subject teachers. There will then be 4 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 1/5 with appeal requests no later than 7/5.**
- For Arts subjects at GCSE, students will receive their marks by 13/5 and can appeal by 17/5.
- For Arts subjects at A Level, students will receive their marks by 7/6 and can appeal by 11/6.
- For Music GCSE, students will receive their marks by 15/4 and can appeal by 19/4.
- For Media GCSE, students will receive their marks by 18/4 and can appeal by 24/4.
- For Health & Social Care units with a deadline of 22/3 students will receive their marks by 15/4 and can appeal by 19/4.
- For Health & Social Care units with a deadline of 27/5 students will receive their marks by 31/5 and appeal by 5/6.

All appeals should be made by email, or in writing, to the Subject Leader, whose contact details can be found [on our school website](#). In addition, please copy in our Exams Manager (exams@theweald.org.uk). We will only be able to process appeals registered in this way.

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 faithfully,

A handwritten signature in cursive script that reads "A Cortizo".

Miss Aja Cortizo
Deputy Headteacher