

October 2023

### Non-Examined Assessment Internal Appeals Policy

Dear Students,

We are writing to you today to ensure that you are aware of the formal publication dates for your Non-Examined Assessment (NEA), commonly known as coursework, this year and the appeals process that sits with this, in line with the Joint Qualifications Council (JCQ) guidance.

When releasing the marks (not grades), the following must be in place:

- Course teams must share with the student, via pro-monitor mark book, the mark(s) to be submitted to the awarding body following marking and internal moderation of coursework/non-examined work.
- The centre must advise the students of their right to review the coursework and marks awarded.
- The centre must advise the students of their right to appeal the marks awarded, *on the grounds of very strict criteria*, prior to them being sent off to the awarding body.

Whilst our Non-Examined Assessment has always been completed to the highest of standards and consistently in line with awarding body requirements, as validated annually by moderator reports, it is important that we make you aware of these requirements.

For many of you, the marks awarded will be no surprise as you will have worked with your teachers throughout the NEA production and received feedback (within the permitted levels) to review and have opportunity to perfect your Non-Examined Assessment.

Once the final submission has passed, the coursework goes through a rigorous process of moderation, where teachers assess each other's marking to check for consistency and accuracy of marking, and marks are only released to students once standards have been agreed.

You should be aware that failure to meet the published deadline for the NEA will result in a score of zero marks, in line with awarding body guidance. The only exception to this will be where extensions have been requested **and** agreed. In this instance, the agreed deadline is the final deadline.

Should you have any initial queries with regards to the marks awarded you should contact your teacher directly via email where they will be able to provide you with further feedback. If, after this clarification you wish to review the work and marks awarded then you should follow the process and timelines outlined over the next pages.

Within this pack you will find:

- A summary of the policy for students and parent/carers.
- Review/Appeals form.
  - *If you wish to complete a review (stage 1 of the process) you must complete and submit the form electronically, ensuring your reason(s) for review are clear, to our exams team no later than the deadline published on the final page. Late submissions for review cannot be accepted.*
  - *If, having reviewed the work, you believe the markscheme or aspect of JCQ policy has not been applied correctly and thus want to make an appeal, you must submit another form stating your reasons for appeal. This again must be submitted to the exams team and again cannot be accepted after the published deadlines on the final page of this pack.*
- The timetable of subjects and final dates for review/appeal

Yours sincerely,

*V. Haigh*

Vicki Haigh  
Head of Pedagogy, Professional Development & Innovation

**Non Examined Assessment (NEA)**  
**Reviews of marking procedure: Centre assessed marks**  
**(GCSE controlled assessments, GCE coursework, BTEC coursework and ASDAN**  
**coursework)**

St Brendan's is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Brendan's is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. St Brendan's will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Marks will be provided on Pro-Monitor and verbally by the teacher.
2. St Brendan's will inform candidates that they may request copies of materials to assist them in considering whether to request an appeal of the centre's marking of the assessment.
3. St Brendan's will, having received a written request for copies of materials via the exams officer, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. St Brendan's will provide candidates with sufficient time (between 2-5 working days) in order to allow them to review copies of materials and reach a decision as to whether they wish to appeal.
5. St Brendan's will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. St Brendan's will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. St Brendan's will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. St Brendan's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing (email) of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. ***The mark submitted to the awarding body is subject to change and should therefore be considered provisional.***

**INTERNAL ASSESSED MARKS**

**NEA APPEAL FORM**

*(to be submitted to [examsteam@stbrn.ac.uk](mailto:examsteam@stbrn.ac.uk) no later than the dates published)*

<b>CANDIDATE NAME:</b>		<b>CANDIDATE NUMBER:</b>	
<b>EXAM SEASON:</b>	<b>2023-24</b>		
<b>SUBJECT</b>		<b>LEVEL</b>	
<b>ORIGINAL MARK:</b>			
1. I wish to review my work to consider an appeal (if Yes ensure you provide your reasons for review request below).		YES/NO	
2. Following my review of marks. I now wish to appeal my mark on the following grounds:		YES/NO	
<b>Comments on reasons for Review:</b>			
<b>Comments on reasons for Appeal:</b>			
<b>Statement:</b> I give my consent to the Examinations Officer to make an enquiry about the result on my behalf and in doing so I understand that the final marks awarded to me may be lower than, higher than or the same as the marks that were originally awarded for this subject.			
<b>Date Received:</b>			
<b>Date of Review of work:</b>			
<b>Signature of invigilator to confirm work reviewed under secure conditions:</b>			
<b>Reviewer Name:</b>			
<b>Reviewers comments:</b>			
<b>Decision:</b> Marks moved up to ____ / Marks moved down to ____ / Marks remain the same and are ____			
<b>Comments to support decision</b>			
<b>DATE CLOSED:</b>			
<b>STUDENT NOTIFIED:</b>			

### NOTES:

- An appeal for a Review of Marking of Centre Assessed Marks must clearly include the grounds for the appeal.
- ***Appeals can only be made on the basis of application of the mark scheme or failure to adhere to JCQ or awarding body regulations. Appeals cannot be made due to concerns over the quality of teaching, this would fall under the College Concerns & Complaints policy.***
- The mark scheme is accessible on the relevant subject area of the awarding body website.
- The form must be received by the Exam Officer by the relevant deadline(s).
- During the review, access to work will be supervised at all times under secure conditions and a copy of the mark scheme and any available mark sheets will be made available.

### Timeline of Review / Appeal dates Summer 2024 series.

**Note, in many cases marks will be added prior to the dates below. These dates are the final submission dates to ensure sufficient timelines.**

Subject Name	Final Date for Marks to be entered into Mark book by Teacher	Final Date for written request to review of work (student)	Final Date to request and submit an appeal (student)	Final date for reviewer (teacher) to provide feedback on appeal	Final Date for Grade to be input to awarding body
Criminology	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
English Literature	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
English Language & Literature	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
English Language	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Geography	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
History (Britain & USA)	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
History (Russia & China)	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
History (Early)	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Computer Science	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Product Design	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Design Engineering	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Fine Art (Unit 1)	22.4.24	26.4.24	3.5.24	10.5.24	13.5.24
Fine Art (Unit 2)	20.5.24	21.5.24	22.5.24	23.5.24	24.5.24
Film Studies	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Graphic Communication (Unit 1)	22.4.24	26.4.24	3.5.24	10.5.24	13.5.24
Graphic Communication (Unit 2)	20.5.24	21.5.24	22.5.24	23.5.24	24.5.24
Media Studies	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Photography (Unit 1)	22.4.24	26.4.24	3.5.24	10.5.24	13.5.24
Photography (Unit 2)	20.5.24	21.5.24	22.5.24	23.5.24	24.5.24
Drama & Theatre Studies	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
Textile Design (Unit 1)	22.4.24	26.4.24	3.5.24	10.5.24	13.5.24
Textile Design (Unit 1)	20.5.24	21.5.24	22.5.24	23.5.24	24.5.24
EPQ	19.4.24	26.4.24	3.5.24	10.5.24	14.5.23
ASDAN EPQ	19.4.24	24.4.24	26.4.24	1.5.24	3.5.24