

4th March 2019

Dear Parents/ Carers,

Re: Non Examined Assessments (NEAs)

A change was been introduced last year by JCQ (Joint Council for Qualifications) regarding Non Examined Assessments. NEA is work that pupils produce for their final examinations but is marked internally by the school. This type of work used to be called 'coursework'.

This type of work has always been moderated internally by the school ('the centre') to make sure that marking is consistent and fair, before marks and samples of work are submitted to the exam board ('the awarding body') themselves for external moderation and ratification. This is to ensure that the final marks awarded are in line with exam board expectations. In some instances, this may mean that centre assessed marks are altered by the awarding body.

This change has been summarised by JCQ as follows:

"Candidates must now be 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".

Individual students ('candidates') are now able to appeal against the initial mark awarded by the centre before they are submitted in May. In any event, once the centre submits marks to the awarding body, they may decide to moderate marks either up or down regardless of any internal appeals.

At Bishop David Brown school, we have decided to take the following approach, in line with our 'Reviews of Marking' policy [here](#):

1. Spreadsheets containing the centre assessed marks will be displayed for Year 11 students to see on the afternoons of **24th April (Wave 1 for AQA and Eduquas subjects, including Music, English Language, Catering, DT and Media) and 1st May 2019 (Wave 2 for EDEXCEL and OCR subjects, including Drama, Business, Child Development and PE)**; candidates will be given time at the end of period 5 to do this; for any candidate absent on this date, it is their responsibility to collect the results from the Exams Officer;
2. A member of the Senior Leadership team and the Exams Officer will be in attendance to support candidates with any queries;
3. Any candidate who is considering an appeal must complete a generic form to request a look at their marked work, along with the mark scheme, in supervised conditions, and return this to the Assistant Head of School (Attainment) **by 9am on 25th April (Wave 1) or 9am on 2nd May 2019 (Wave 2)**;
4. A five day checking window (**Wave 1 25th April – 1st May or Wave 2 2nd May – 9th May**) will then follow; if, having now looked at their marked work under supervised conditions, a candidate wishes to request an internal review/ appeal of the marking, they must submit a

written statement explaining their reason(s) for this request to the Head of Centre (the Head of School) **by 12pm on 1st May for Wave 1 or 12pm on 9th May 2019 for Wave 2;**

5. The work will then be reviewed by another teacher who has not been involved in the marking of the initial piece of work; in rare cases, a teacher from another centre may be asked to support this process;
6. The process cannot override the deadlines imposed by the awarding bodies (Eduquas 5th May, AQA 7th May 2019, EDEXCEL and OCR 15th May 2019); candidates will be informed of the outcome of their appeal in writing by 8th May or 16th May 2019;
7. **Art and Textiles** will operate a slightly different timetable; all students will be shown their marks on 15th May, with a five-day checking window to follow. Any requests for appeals must follow in writing to the Head of Centre by **12pm on 22nd May**.

Important matters to note:

- All candidates must be aware that the external moderation process may mean that marks can be altered either upwards or downwards, regardless of whether a candidate has gone through the internal appeals procedure or not;
- It is impossible for the centre to transfer the marks awarded for NEAs to formal grades, as the decisions on grade boundaries are only made by the awarding bodies once all of the exams have been completed and national patterns have been analysed in July and August;
- Work submitted by the candidate for marking and moderating by the school cannot be changed as a result of the appeals process; the new appeals process is designed to challenge any issues with possible marking errors, and is not a system to challenge marks that fall below personal expectations.

Although this is still a fairly new practice, we are confident that the plans we have put in place will make the process straightforward, fair and transparent. If you have any queries, please do not hesitate to contact me.

Yours faithfully,

Cullum Mitchell

Assistant Head of School (Attainment)