

Tomlinscote School & Sixth Form College

A Specialist Language College



March 2019

Dear Parents/Carers,

Re: Non Examined Assessment (NEA)

A change has been introduced recently by JCQ (Joint Council for Qualifications) regarding Non Examined Assessment. NEA is work that pupils produce for final examinations but is marked internally by the school. This can be at either GCSE and/or at A-Level and happens in a number of subjects at Tomlinscote. The full range of subjects are in the table at the end of the letter.

This work has always been moderated both internally to ensure marking is consistent, and then externally to ensure that the marks awarded are in line with the expectations of the exam board, but there has never before been the opportunity for an individual pupil to appeal against the initial mark awarded by the school.

The change is summarised by a direct quote from JCQ:

“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”

In practice, this means that pupils be given the initial mark awarded by the school ("centre assessed mark") before it is submitted to the exam board in March / April / May and before pupils take the written assessment in May / June. There are a number of issues and questions that it is important that both pupils and parents understand about the process, and the impact that successful appeals may have on the moderated marks of other pupils. If you are thinking of submitting an appeal, it would be worth contacting me to establish the potential advantages or risks ahead of the submission.

When will the marks for the NEA be given to the pupils by the school?

There will be specific dates depending on the subject studied (these dates could potentially move if the exam board requirements or examiner dates change):

- ***Please refer to the table of dates at the end of this document.***

If a student is absent from school on the day of the release, then it is their responsibility to collect the results from their subject teacher.



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How long will pupils have to appeal?

The results will generally be handed out on a Monday. The deadline for appeals will normally be 1.30pm on the Friday of that given week. The exams officer will need to be notified that a pupil wants to appeal and an appeals form, available from the exams office, will need to be completed and handed in by the deadline.

Will pupils be able to look at the work?

If pupils wish to look at the NEA work they have produced, then this will need to be done in school, probably under supervision, as there must be no opportunity for the work to be amended.

Who will review the work?

The work will be reviewed by a teacher who has not been involved in the marking of the initial piece of work. This will normally be a member of staff from Tomlinscote but in certain specific situations, this may be a teacher from a different school.

How long will it take to get the result of the appeal?

Pupils will be informed of the outcome by the end of the week following the appeals deadline. Each individual deadline is summarised in the table at the end of this letter.

Can marks go down as well as up?

All pupils must be aware that it is possible that the marks can go down. It is important to note that marks, whether a pupil-appealed or not, can easily be changed by the external moderation process which is out of our control, and which would affect the marks of many if not all of the candidates. If the moderator selects a candidate who has been marked too generously either before or after appeal, then an overall reduction in marks will be applied generally, not just to the selected candidate.

What is the link between raw marks and awarded grades?

It is impossible to transfer each given mark into an individual grade as the awarding bodies only make the grade boundary decisions based on the total marks in each subject once the national patterns have been analysed in July. Pupils will usually have been given an idea of how work has been progressing throughout the production process (if applicable) and so they should not be surprised with the final outcome.

Can work be changed if a pupil is not happy with their mark?

It is vital that pupils are clearly aware that work cannot be changed as a result of the appeals process. The purpose of the appeal is to deal solely with the issue of a marking error, rather than a mark that is below personal expectations. The work has to remain unchanged once submitted.

What is the cost of an appeal?

The cost of an appeal is £30 and payment will be required via ParentPay.

The process is a change from previous years and I would urge you to get in touch if you have any questions about it. I can be contacted on rmajor@tomlinscoteschool.com.

Yours sincerely,

Mr R Major
Interim Principal

GCSE Subjects	A Level Subjects	Date for Issuing Raw Marks to Students	Deadline for Notifying the School of Appeal	Deadline for Receiving Appeal Outcome
	Extended Project	Mon 29 Apr	Fri 03 May	Fri 10 May
	Photography	Mon 13 May	Fri 17 May	Fri 24 May
	Art & Design	Mon 13 May	Fri 17 May	Fri 24 May
	Science - Core Practical	Mon 29 Apr	Fri 03 May	Fri 10 May
	Computer Science	Mon 29 Apr	Fri 03 May	Fri 10 May
	Dance	Mon 13 May	Fri 17 May	Fri 24 May
	Drama and Theatre Practical - Internal	Mon 29 Apr	Fri 03 May	Fri 10 May
	English Language	Mon 29 Apr	Fri 03 May	Fri 10 May
	English Literature	Mon 29 Apr	Fri 03 May	Fri 10 May
	Geography	Mon 29 Apr	Fri 03 May	Fri 10 May
	History	Mon 29 Apr	Fri 03 May	Fri 10 May
	Physical Education	Mon 29 Apr	Fri 03 May	Fri 10 May
	Film Studies Project	Mon 22 Apr	Fri 26 Apr	Fri 03 May
Art & Design		Mon 13 May	Fri 17 May	Fri 24 May
Photography		Mon 29 Apr	Fri 03 May	Fri 10 May
Dance Non-Exam		Mon 22 Apr	Fri 26 Apr	Fri 03 May
Design and Technology		Mon 22 Apr	Fri 26 Apr	Fri 03 May
Drama Internal Practical		Mon 22 Apr	Fri 26 Apr	Fri 03 May
Food Prep and Nutrition		Mon 22 Apr	Fri 26 Apr	Fri 03 May
Music		Mon 29 Apr	Fri 03 May	Fri 10 May
Physical Education		Mon 13 May	Fri 17 May	Fri 24 May
Hosp & Catering		Mon 01 Apr	Fri 05 Apr	Wed 01 May