

# Tomlinscote School & Sixth Form College

*A Specialist Language College*



March 2018

Dear Parents/Carers,

## **Re: Non Examined Assessment (NEA)**

A change has been introduced this year 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 bottom 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 always be handed out on a Monday. The deadline for appeals will 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 if it is paid by cheque then it should be made payable to Tomlinscote School.

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](mailto:rmajor@tomlinscoteschool.com) and Sixth Form parents can contact [hivesey@tomlinscoteschool.com](mailto:hivesey@tomlinscoteschool.com).

Yours sincerely,

Mr R Major  
Head of School

<b>GCSE Subjects</b>	<b>A Level Subjects</b>	<b>Date for Issuing Raw Marks to Students</b>	<b>Deadline for Notifying the School of Appeal</b>	<b>Deadline for Receiving Appeal Outcome</b>
<b>Art &amp; Design</b>		Monday 14 <sup>th</sup> May	Friday 18 <sup>th</sup> May	Friday 25 <sup>th</sup> May
<b>Business Studies</b>		Wednesday 18 <sup>th</sup> April	Wednesday 25 <sup>th</sup> April	Wednesday 2 <sup>nd</sup> May
<b>Drama</b>		Monday 16 <sup>th</sup> April	Friday 20 <sup>th</sup> April	Friday 27 <sup>th</sup> April
<b>English Functional Skills</b>		Monday 23 <sup>th</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>English Language (speaking)</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>Food Preparation</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>Graphics</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>Music</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>Photography</b>		Monday 7 <sup>th</sup> May	Friday 11 <sup>th</sup> May	Friday 18 <sup>th</sup> May
<b>Resistant Materials</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
<b>Textiles</b>		Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
	<b>Communications &amp; Culture</b>	Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
	<b>Drama &amp; Theatre Studies</b>	Monday 30 <sup>th</sup> April	Friday 4 <sup>th</sup> May	Friday 11 <sup>th</sup> May
	<b>English Language</b>	Monday 26 <sup>th</sup> March	Friday 30 <sup>th</sup> March	Friday 6 <sup>th</sup> April
	<b>English Literature</b>	Monday 26 <sup>th</sup> March	Friday 30 <sup>th</sup> March	Friday 6 <sup>th</sup> April
	<b>Fine Art</b>	Monday 14 <sup>th</sup> May	Friday 18 <sup>th</sup> May	Friday 25 <sup>th</sup> May
	<b>Geography</b>	Monday 23 <sup>rd</sup> April	Friday 27 <sup>th</sup> April	Friday 4 <sup>th</sup> May
	<b>History</b>	Monday 30 <sup>th</sup> April	Friday 4 <sup>th</sup> May	Friday 11 <sup>th</sup> May
	<b>Photography</b>	Monday 21 <sup>st</sup> May	Friday 25 <sup>th</sup> May	Friday 1 <sup>st</sup> June
	<b>Graphics</b>	Thursday 17 <sup>th</sup> May	Monday 22 <sup>nd</sup> May	Friday 26 <sup>th</sup> May