



Tomlinscote School

9th January 2025

Dear Parents/Carers,

Re: Non Examined Assessment (NEA)

NEA is work that students produce for final examinations but is marked internally by the school. This 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. The current system provides an opportunity for an individual student 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 students 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 students take the written assessment in May / June. There are a number of issues and questions that it is important that both students and parents understand about the process, and the impact that successful appeals may have on the moderated marks of other students. 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 students 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). **Students will be informed of GCSE Physical Education appeal deadlines once the external moderation dates for this subject are released.**

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

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.

How long will students have to appeal?

The students will have the time between the date when the marks were issued to them and by 1.30pm on the "deadline to notify school of appeal" date. The exams officer will need to be notified that a student wants to appeal and an appeals form, available from the exams office, will need to be completed and handed in by the deadline listed below.

Will students be able to look at the work?

If students 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?

Students will be informed of the outcome by 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 students must be aware that it is possible that the marks can go down. It is important to note that marks, whether student-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. Students will usually have been given an idea of how work has been progressing throughout the production process (if applicable) and so there should be no surprises with the final outcome.

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

It is vital that students 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.

I would urge you to get in touch if you have any questions. I can be contacted on rmajor@tomlinscoteschool.com.

Yours sincerely,

Mr R Major
Principal

GCSE Subject	Date for issuing Marks to students	Deadline to notify school of Appeal	Deadline to receive Appeal Outcome
Hospitality & Catering	Wed 23 Apr	Mon 28 Apr	Fri 02 May
Design & Technology	Thu 24 Apr	Mon 28 Apr	Fri 02 May
Drama	Thu 24 Apr	Mon 28 Apr	Fri 02 May
Engineering	Thu 24 Apr	Mon 28 Apr	Fri 02 May
Food Prep & Nutrition	Wed 23 Apr	Mon 28 Apr	Fri 02 May
Physical Education	TBC	TBC	TBC
Photography	Thu 08 May	Mon 12 May	Wed 14 May

Vocational Subject	Date for issuing Marks to students	Deadline to notify school of Appeal	Deadline to receive Appeal Outcome
NCFE Child Development	Fri 04 Apr	Wed 23 Apr	Tue 29 Apr
NCFE Graphic Design	Fri 04 Apr	Wed 23 Apr	Tue 29 Apr
NCFE Health and Fitness	Fri 04 Apr	Wed 23 Apr	Tue 29 Apr
City and Guilds Hair and Beauty	Fri 25 Apr	Fri 02 May	Fri 09 May