

## Internal appeals policy for non-examined assessments (NEAs)

### Principle

Certain GCSE (and equivalent) courses include non-examined assessments that contribute towards the final overall grade. This policy ensures that we comply with JCQ rules regarding non-examined assessments (NEAs) by providing all students with the opportunity to see their marked NEAs along with a relevant mark scheme. This policy allows opportunity for students to lodge internal appeals against marking decisions, and to receive in writing an outcome of their appeal. This process provides complete transparency for students so that they can be confident no errors are made in assessing NEAs.

### Procedure

Each subject area that delivers NEAs will always:

- Inform each candidate with an entry for an NEA of the mark(s) allowing sufficient time for an appeal to be made according to the process outlined below.
- Provide a supervised opportunity for every candidate to review a copy of all marked NEAs along with all relevant mark schemes and unit specifications.
- Typically this will happen as a drop-in session during a lesson, break or after school, with candidates given as much time as they need to review marking.
- Ensure that no one other than the candidate themselves reviews the marking of NEAs.
- Where an appeal is made, 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 vested interest in the outcome of the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. This should be done within 3 working days of an appeal being made.
- Inform the candidate in writing of the outcome of the review of the centre's marking within a week of the appeal being made. A record of the appeal and outcome will be kept by the centre.
- Submit correct marks to the exam board for all NEAs before their deadline, including any that have been changed as a result of an internal appeal.

### Information for candidates

Having been informed of the procedure for internally appealing NEA marking decisions; where a candidate is not satisfied with the assessment decision made, they must request a marking review in writing to the exams officer and the relevant teacher.

This appeal must be submitted within 3 days of the opportunity to review. Candidates are not permitted to show their marked NEA, or a copy of, to a third party (e.g. friend or parent) at any time.

