

Non Examined Assessment (NEA) Internal Appeals Procedure for Candidates

This procedure confirms Tudor Hall's compliance with JCQ's General Regulations for Approved Centres 2021-22, that the centre has in place, "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates," and that the centre, "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

<https://www.jcq.org.uk/wp-content/uploads/2021/06/Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks-202122-1.pdf>

NEAs measure subject-specific knowledge and skills that cannot be tested by timed written papers. In the old specifications they were known as coursework, but nowadays they cover assessed work that may be completed in school and which count for a public exam. This includes the EPQ.

Tudor Hall is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Tudor Hall ensures that all centre staff follow robust procedures for the management of any centre assessed work for external qualifications. These procedures detail all aspects relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

Tudor Hall is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Tudor Hall has a duty to inform candidates of their internally assessed marks which a candidate can appeal.

The grounds for an appeal are very clear:

- it must specifically relate to how the candidate believes the mark scheme has not been applied correctly or fairly to her work.

The appeal cannot be based on the following:

- candidate impression that she deserves a higher mark;
- a complaint about the perceived quality of teaching.

A candidate has 5 working days after receiving her mark to make a written appeal.

Candidates can request a copy of their work and the mark scheme to help them to decide if they wish to request a review of marking, and Tudor Hall will facilitate this within 2 working days. The 5 working day deadline from receipt of marks still applies, so candidates should ask for any relevant documents as soon as possible after receipt of marks. Often the receipt of marks will coincide with the candidate signing the declaration (eg the Log Book in the EPQ).

This deadline is fixed and necessary to ensure that the review can be completed before marks are submitted to the examination board.

There is a £75 charge attached to making this type of appeal to cover the administrative and teacher costs.

This payment must be made by the deadline or with submission of an Appeal Form. Please note that payment will be returned if the candidate appeal is upheld.

In order to lodge the appeal, an NEA Appeal Form must be completed. This form can be obtained from the Deputy Head or the Main School Office.

Please note that the completed form and payment must be handed in to the Deputy Head within 5 days from the receipt of marks.

Within 24 hours, a decision will then be taken by the Deputy Head as to whether there are grounds for an appeal. If there are grounds for an appeal, the School will allow 5 working days in which to carry out a review (please note school holidays could affect the timeframe).

If there are grounds for a review, it will be conducted by somebody who has appropriate competence but who is not connected with the original assessment of the work and has had no previous involvement in the assessment of that candidate. They must also have no personal interest in the review, i.e. no personal connection through family or friendship. This could mean, in certain subjects, that this review has to be conducted by someone external to the school. The school will make the decision as to the best person to conduct the review. Candidates should be aware that final external moderation by the exam board can result in changes to marks regardless of the outcome of an NEA appeal.

The outcome of the review of the appeal marking will be made known to the candidate and the Deputy Head and will be recorded. Candidates must be aware that, as a result of a review, marks could go down, stay the same or go up.

If there is a change of mark, the Deputy Head will determine whether this is within tolerance for the Centre. A written record will be kept and made available to the awarding body upon request. Should the review of marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Once candidates' work has been finally internally assessed (including any appeals), it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes, either up or down. This process is outside the control of Tudor Hall School and is not covered by this procedure.

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