

Internally marked Non-Examination Assessment (NEA) - GCSE and A level qualifications

During Term 5, students in Year 11 and 13 will receive notifications of their NEA/coursework marks for a number of subjects. Details of the appeals procedure are provided below.

Student's work has been marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity by the examination board. Internal moderation and standardisation are in place in our school as well as standards and criteria, which are set up by the examination board, in order to ensure that there is a consistency in marking student's work.

Coursework marks will be submitted to the awarding body and are subject to change and should therefore be considered provisional.

On being informed of their centre assessed marks, if a candidate has evidence to suggest that the standards applied to assessing their work are not consistent with those applied to other candidates in the school then they may consult the Internal Appeals Procedure to consider whether to request a review of the centre's marking.

Internal appeal requests must be made in writing to the school's Executive Headteacher within 5 working days of student receiving their marks. Internal appeal requests will not be accepted after this deadline. Please be aware that appeals will not be accepted if the grounds for the request do not meet the criterion described above, and that we cannot review a mark simply because the candidate expected a higher score.

Devizes School will liaise with the candidate to arrange suitable time to make the piece of work available within 5 school working days.

Devizes School will provide candidates with sufficient time up to 4 hours in order to allow them to review copies of materials and reach a decision. Access to the work will be available under strictly supervised conditions which are in compliance with JCQ regulations. Student will not be able to take photographs of the work and no access to mobile phone will be permitted during this supervised time.

Devizes School will allow 5 school working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

Devizes School will 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 personal interest in the review.

Devizes School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Devizes School will inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

I would also like to make you aware that external moderation will be carried out by the exam board moderator. Both internal and external moderation processes may result in a mark change, either upwards or downwards. The internal remoderation process is in place to ensure consistency of marking within the school, whereas moderation by the visiting moderator ensures that centre marking is in line with national standards.

If you have any questions in regards to this information or if you need to request the Internal Appeals Form please contact Mrs Wright, examinations officer via email exams@devizes.wilts.sch.uk