Teacher marks the work. Students are informed of the NEA process

Students can request a copy of their marked work and assessment material within 48 The materials and copy of work will be provided within two working days by the Head of Department

The student has two days to appeal to have their work reviewed. The student should inform the Exams Officer if they wish to appeal the mark The department then asks a qualified practitioner to review the work and make any recommendations. The reviewer must not have taught the student as part of the course.

The student is advised of the outcome of the review within three working days.

There is no right to a further appeal by the candidate and the mark may go up or down. The exam board will then call a sample of the centre work for external moderation. Marks can be changed by the external moderator.

Non-Examination Assessments

Some departments undertake Non-Examined Assessments (NEA's) as part of their GCSE and A Level course.

These are internally marked and then externally moderated by the public examination boards.

Students will be provided with their internally awarded marks and are able to appeal this mark should they wish to.

This flowchart outlines the process in more detail and provides students with an understanding of the timeframes involved.

Please note that if a student does appeal the mark, then there is a risk that it may decrease.

The appealed mark can still be altered by the external moderator employed by the examination board.

Andrew Reeve

Deputy Head (Curriculum)