

King Edward VI High School for Girls
NEA Procedures
(including Policy for Internal Appeals against
Centre-Assessed Decisions)

Procedures for Coursework, Non-Examination Assessment (NEA) and Project Qualifications

King Edward VI High School for Girls is committed to ensuring that internal assessment of coursework, non-examination assessment and project qualifications is fair, consistent and in accordance with JCQ (Joint Council for Qualifications) guidelines, the awarding body's specification and subject-specific associated documents.

Timeline: marking and internal moderation

Before the assessment:

- Heads of Department will ensure that candidates and parents are provided with an outline of when the assessment will take place (including draft and final deadlines).
- Pupils will be provided with an overview the assessment content and the relevant specification's assessment objectives.

During the assessment:

- King Edward VI High School for Girls will provide feedback in accordance with the guidance outlined by JCQ and the relevant awarding body.
- The feedback for NEA prescribed by the relevant awarding body can take many forms, including verbal feedback, written feedback and whole-class feedback.
- It is important to note that whether feedback is permitted, and its form and frequency, varies between subjects, qualifications and awarding bodies.

After the assessment:

- Staff will receive appropriate internal and/or external training in assessment of the unit.
- They will mark the work according to the published assessment criteria¹.
- Departments will moderate the cohort of work and adjust marks accordingly.
- Heads of Department will inform students of the moderated marks.
- (If possible, this will not take place on a Friday, to ensure that pastoral support is available.)
- The Deputy Head (Academic) will write to parents in advance of the return of moderated marks; this will include a link to or copy of this document.
- The window between return of results / viewing of work and receipt of internal appeals (see below) should be five working days.

¹ Where possible, Heads of Department will try to retain one member of staff who has not been involved in the assessment to ensure that if an appeal is submitted, the work can be reviewed by an impartial, competent assessor. If this is not possible, the appeal will be conducted by an impartial competent assessor appointed by the Deputy Head (Academic), such as an appropriately qualified teacher at King Edward's School.

Internal Appeals: NEA, Coursework and Project Qualifications

- If a student wishes to gain further insight into, and potentially to query, the mark they have received, they must make this request via email to the relevant HoD by the deadline provided.
- Those students who email their HoD by the above deadline will be given an opportunity to see a copy of the marked work along with the mark scheme and assessment criteria. This will enable them to understand how marks have been awarded.
- If they believe that they have substantive grounds to appeal the mark, they should complete the form entitled *Internal Appeals Form (NEA)*, available from the Examinations Officer and/or the school website.
- It must be signed by the candidate and their parent or carer and returned to the Examinations Officer within the five-day window.

On receipt of a completed form [Internal Appeals Form (NEA)]:

- The Examinations Officer will forward the *Internal Appeals Form (NEA)* to the Head of Department and Deputy Head (Academic).
- The Head of Department will arrange for a review of the work by a member of KEHS staff not previously involved in the marking or moderation of the work.
- If no one who meets these criteria is available, the work will be reviewed by a suitably qualified teacher external to the school, such as a teacher at King Edward's School. (Written confirmation that this teacher has no conflict of interest will be obtained; moreover, the school's GDPR policy must be adhered to at all times.)
- The Head of Department will return the completed form to the Deputy Head (Academic).
- The Deputy Head (Academic) will inform parents of the outcome of the appeal.
- **Please note that the original mark may stay the same, go up or go down as a result of an internal appeal**
- The reviewer's mark is the mark that will be submitted to the examination board.
- If there is any further disagreement on the mark to be submitted to the awarding body, the Head of Centre will make the final decision.

After results are submitted the awarding body:

- The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review.