



## **KING EDWARD VI KING'S NORTON SCHOOL FOR BOYS**

### GCSE NEA Review of Marking Process

Dear Year 11 Students and Parents

As you will be aware, GCSE qualifications in some subjects include components of non-examination assessment (NEA), similar to coursework in previous exam specifications. These NEA components are marked and moderated in school by subject teachers and departments. Before submitting NEA marks to the exam boards, schools are required to inform candidates of their provisional marks in these units and to have procedures in place that give candidates the opportunity to request a *review of marking* for these units if they believe there are grounds to do so.

Candidates will be informed in writing of their marks as they are made available – *it will be made clear to them that it is their responsibility to share these marks with you and to request a review of marking if they feel that this is justified.*

The procedure for requesting a review is outlined below and overleaf. Candidates have five working days from the date marks are issued to request a review of marking.

- *There must be clear grounds for the review, arising from a misapplication of the formal mark scheme; a review cannot be submitted simply on the basis that a student is unhappy with the mark awarded.*
- If a candidate is considering a review, they can and should start by requesting copies of their marked work and the NEA mark scheme to help them determine if a misapplication of the mark scheme has taken place; for practical subjects in which making copies of work is not possible, candidates will be given the opportunity to view the work in school. Requests must be emailed or made in writing to the Exams Officer, Ms. Dixon.
- To initiate a review of marking, a completed NEA Request for Marking Review Form detailing the grounds for review must be handed to Ms. Dixon, the Exams Officer by the relevant deadline date. This is normally five working days after the marks have been released to candidates.
- A copy of the NEA Request for Review of Marking Form will be provided to candidates at the same time as the copies of mark schemes and their work, but the form is also available on the KNSB website, under Parents > Examinations

- *A review could result in a candidate's mark staying the same, increasing or decreasing.*  
Signing the NEA Appeals Form confirms that the candidate understands this.
- It is the reviewed mark that is submitted to the exam board whatever the outcome of the review.
- Should a review of marking take place, candidates will be informed of the reviewed mark in writing, whether or not the mark has changed.

Reviews of marking will be undertaken by subject specialists with appropriate levels of competence and expertise; however, it is a requirement that they have had no previous involvement in the initial marking and moderation process.

It is important to note that teachers are unable to give any guidance to candidates or parents as to the grade that a particular mark may equate to. Teachers and school staff are also unable to offer guidance to candidates or parents as to whether or not they should request a review of marking.

Please note also that the NEA marks submitted by the school to the exam boards are subject to change during the exam board moderation process, which is carried out after the internal marking and moderation process in school and before the awarding of final grades.

If you have any questions please refer to "NEA – Review of Marking FAQ" on the school website under Parents > Examinations. Please contact Ms. Dixon, Exams Officer, should you have any further questions or concerns via [enquiry@knbs.co.uk](mailto:enquiry@knbs.co.uk)

Kind regards

Mr. J. Butcher  
Deputy Headteacher

Ms L. Dixon  
Examinations Officer