



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

NEA Reviews of Marking – Frequently Asked Questions

For what reasons can I request a review of marking?

You can request a review of marking if you feel that the mark scheme has not been applied fairly, accurately or consistently to the work you have submitted.

You cannot request a review if:

- You feel that your work simply does not reflect your ability or STRIVE range.
- You have been penalised for plagiarism or inappropriate use of AI and disagree with this.
- You failed to submit work on time which you have subsequently completed.
- You made mistakes in the original work which you now realise and wish to amend.

How long do I have to submit a request for a review of marking?

You have five working days from the time you receive the mark in which to submit a request for a review.

What do I need to do before submitting a request for a marking review?

You should contact the examinations officer (Ms. L Dixon) in writing asking to see a copy of your work and the mark scheme used to assess the work. You will need to include the subject and individual unit(s) or module(s) you require. Once this is received, you have the opportunity to scrutinise the documents and to identify specific grounds for appeal. *You will need to identify the specific point of marking with which you disagree.* You will also receive the "NEA Request for Review of Marking" form.

What if my NEA work is recorded or video based?

You will have the opportunity to review the work in school with a member of staff. Candidates will not be permitted to invite parents at this stage as it is the responsibility of candidates to request a review of marking.

How do I formally submit a request for a review of marking?

You will need to fill in the form provided with the documents outlined above and hand it to the examinations officer, Ms. L Dixon. This needs to be done within five days of receiving the initial, provisional mark.

What happens next?

If you request a review, your work will be re-assessed by a qualified member of staff. This will be a different person from the one who originally assessed the work. If the subject in question has a sole teacher, a colleague from another department will complete the review. This staff member will be qualified and experienced in the interpretation of mark schemes in assessing student work.

After the request has been fulfilled you will be notified in writing of the final decision.

How could my mark change?

Candidates should be aware that marks may remain the same, increase or decrease, and that the reviewed mark is the one that will be submitted for final consideration to the examination board.

The marks submitted will then be subject to review from the examination board. In some cases the board may make adjustments to these marks in their process of national standardisation.