



Our ref: APH/Exams/NEA letter

Dear Parent/Carer

Non-Examination Assessments (NEA) Appeal Process

As you may be aware, some qualifications require students to complete Non-Examination Assessments (NEAs), which are marked internally by teaching staff and subsequently submitted to the awarding bodies for moderation.

Once students' work has been marked and standardised, they will be informed of their marks for this component of the course. If a student believes that the assessment criteria have not been correctly applied to their work, they will have 48 hours to appeal their mark.

To appeal, students must submit a written application using the NEA Appeals Form (available from the Exams Office) before the subject-specific appeals deadline. The appeal must clearly outline the grounds on which the review is being requested. Appeals must focus solely on the quality of the submitted work; no other factors will be considered. All completed NEA Appeals Forms must be returned to the Exams Officer and not to subject teachers. Appeals submitted after the specified deadline will not be accepted.

Students, parents, or carers will be informed of the outcome of any appeal via email.

Please note that any review of marking can result in the marks being adjusted upwards or downwards. The reviewed marks are final and will be submitted to the awarding bodies without exception.

Additionally, please be aware that a proportion of NEAs are sent to awarding bodies for moderation as part of standard practice to ensure consistency with national standards. As such, marks issued by WHGS should be regarded as provisional until confirmed by the awarding body.

Attached is the NEA Policy for your reference. The deadlines for the submission of NEAs will be communicated to the students by the relevant subject teacher.

If you have any questions or require further information, please do not hesitate to contact me at the details provided below.

Yours sincerely

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Respect - Ambition - Compassion

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