



William Hulme's Grammar School
The best in everyone™

Part of United Learning

Our Ref: APH/Exams - NEA

Dear Parent/Carer

Non-Examination Assessments (NEA)

As you will be aware, some qualifications require your son/daughter to undertake Non-Examination Assessments (NEA), which are marked internally by teaching staff before being sent to the Examination Boards for moderation.

Once your son/daughter's work is marked and standardised, they will be made aware of their marks for this part of the course. If your son/daughter believes that the assessment criteria have not been correctly applied to their work, they will have one week from the publication of NEA results to request a review of the marking.

Students must apply in writing using the NEA appeals form (available from the exams office) before the subject appeals deadline, explaining fully on what grounds they wish to request a review of centre-assessed marking. All requests must focus solely on the quality of the work submitted; no other factors will be taken into consideration. All completed NEA appeals forms must be returned to the Examinations Officer (not the subject teachers). No appeals will be accepted after the specified deadline.

Your son/daughter will be made aware of the outcome of any appeals via their school email address, by the subject outcome of appeals deadline set out in the attached document.

Please note that any review of marking can result in marks going down as well as up, and the reviewed marks are those which are sent to the examination boards with no exceptions.

I would like to take this opportunity to remind parents and students that a significant proportion of non-examination assessments are sent to Examination Boards for moderation (this is normal practice and ensures centre marking is in line with national standards). Therefore, any marks issued by WHGS are subject to change by the Examination Boards and should be considered provisional. I have attached our updated NEA Policy, as well as the timetable of deadlines for each subject. If you have any concerns regarding these regulations, please do not hesitate to contact me.

Yours sincerely

A P Harvey
Examinations Officer

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