



## Summer 2024

<b>Non-Examined Assessment (NEA) &amp; EPQ Appeals Policy</b>	
Responsible Board	King Edward VI Camp Hill School for Girls LGB
Policy Officer	Janet Rose
Date Adopted	March 2024
Last Reviewed	Feb 2024
Review Date	Feb 2025

This policy is reviewed annually to ensure compliance with current regulations

### Key staff involved in the NEA process

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Ms K Stevens</b>
Exams Officer	<b>Ms R Cloves</b>
Senior Leader	<b>Dr J Rose</b>

## Non-Examined Assessment (NEA) & EPQ Appeals Policy

King Edward VI Camp Hill School for Girls is committed to ensuring that whenever staff assess a students' work for external qualification, it is done fairly, consistently and in accordance with the specification of the qualification concerned. Students' work will be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals can ***only be made against the process that led to the assessment and not against the mark or grade.***

This procedure is posted on the examinations noticeboard and school website.

- Candidates will be given a **minimum of 2 days** after receipt of the raw marks to review the assessment criteria and make a decision as to whether to request a review of marking.
- Requests for a review of marking **must** be made in writing to the Subject Leader, forms are available from the Examination Officer.
- The deadlines for requests for academic year 2023-2024 are:
  - 31<sup>st</sup> March 2024 for GCSE English Language
  - 26<sup>th</sup> April 2024 for all other subjects (apart from Art)
  - 10<sup>th</sup> May 2024 for GCSE and A Level Art

### ***Requests will not be accepted after this deadline***

- A £50 fee will be charged for reviews.
- The school will allow a **minimum of 2 weeks** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline (7<sup>th</sup> May 2024 for English, 15<sup>th</sup> May for all other subjects except for Art which is 31<sup>st</sup> May 2024).
- The school will ensure that the review of marking is carried out by a reviewer who has appropriate competence, has had no previous involvement in the assessment of that candidate's NEA, and has no personal interest in the outcome of the review.
- The school will instruct the reviewer to check the candidate's work to ensure that the mark scheme has been applied appropriately and that the work has been marked in line with the standard set by the centre.
- The reviewer's findings will be reported in writing and shared with the Subject Leader, Headteacher, Examinations Officer and the student. A written record of the appeal and review will be kept and made available to the awarding body at their request. Should the appeal bring any irregularity to light, the awarding body will be informed.
- **In the case of disagreement with the school's decision not to support an enquiry, a similar procedure to the above will be put in place. (The procedure will be repeated).**

### **Grounds for Appeal**

- Please note, your grounds for appeal cannot simply be because you feel you deserve a higher mark, or, your view on the quality of teaching. It needs to specifically relate to how you believe the mark scheme has not been applied correctly to your work.
- Your work will later be subject to external moderation and you should be aware that during the moderation process, carried out by the awarding bodies, your mark may be changed to a higher or lower mark by the moderator.

- **The cost of this service is £50.00 and payment must be made via ParentPay at the time of handing this form to the Subject Leader.**



**KING EDWARD VI  
CAMP HILL  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

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**10<sup>th</sup> May 2024 for GCSE and A Level Art**

Candidate Name + Form

Candidate Number

Subject

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Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_ Paid \_\_\_\_\_

Date received by Examinations Officer \_\_\_\_\_

Action taken: