

RMR/hsh

March 2018

Dear Parent/Carer

The Joint Council for Qualifications (JCQ) has instructed schools to inform students of their marks in non-examination assessment (NEA) units of GCSE programmes. Students now have the right to request copies of NEA assessments and the right to request a review of marking of any NEA components, prior to the submission of marks to the awarding body.

The following GCSE courses comprise NEA elements and therefore are eligible for marking reviews:

- Art
- Photography
- Textiles
- Food and Nutrition
- Drama
- Music
- Physical Education
- Spanish

There are also NEAs in English Language and Computing. These are a required part of the course but do not count towards the student's final GCSE grade in the subject.

Teachers will inform students of the provisional mark awarded for NEA components during lessons at various points prior to the exam board deadline. Parents will also be informed of these marks. There are no common deadlines across awarding bodies or subject areas and therefore, it is not possible to be precise relating to the release of such information at this stage.

Should a student wish to request a review, he/she needs to inform the Examinations Officer, Mr Hodgson, of their intention within 3 working days of receiving the marks. Parents must also complete the NEA Marking Review form. This form must also be completed within 3 working days in order to trigger the review process. Please be advised, there will be an administration charge incurred for each review requested of £25 per subject.

Students will be informed of the outcome of the review in due course. It is important to note that students' marks after the completion of a review are not final. They are still subject to change during the moderation process that takes place externally as part of the awarding process.

We do not anticipate marking reviews yielding positive results. Historically, teachers at Ash Manor School have proven to be expert in marking and assessment. It is common for awarding bodies to

commend teaching staff on the accuracy of marking and moderation as part of the examination process. Therefore, we cannot advise students to embark on this process with any degree of certainty that marks may rise. In fact, students must be aware that marks could go down as well as up as part of a review process.

If you have any questions about this process, please contact me.

Yours faithfully

Mr R Milner
Deputy Headteacher