



**HITCHIN BOYS' SCHOOL**

An Academy Trust

April 2024

Dear Parents and Carers

**Re: Non-Examination Assessments (coursework) review**

When results for GCSE and A-Level exam marks are released in August, there is the possibility to pay to have the exam board review these to confirm that they have been marked accurately. However, it is not possible to ask for NEA (coursework) elements to be reviewed at this time. If NEA (coursework) elements are to be reviewed, this must be done prior to submission to the exam board in May. This letter outlines how this NEA review process works.

**NEA (coursework) review process.**

1. Prior to submission of NEA students are made aware of how coursework will be marked.
2. Students submit their final NEA for marking (with signed declarations).
3. Teachers mark the NEA and then moderate the work with another teacher/teachers.
4. A raw mark is allocated to the NEA and this is shared with the students who are at liberty to disclose this mark to their parents.
5. The student then has 10 days in which to ask for a review of this mark if they consider it to be inaccurate. This needs to be in writing and directed to the Head of Department. (NB the work submitted cannot be added to or amended at this stage).
6. Reviews of marking are undertaken, and the outcomes are shared with students.
7. Marks are then submitted on the exam board portals.

It should be noted that the raw marks submitted can be amended by the exam boards after they have moderated the sample of work that they request from us. Additionally, the grade boundaries in the past for NEA work are no guarantee of grades in the current season as these are set by the exam boards after exams are sat in the summer of Year 11 or 13. I have attached our policy related to this process for your convenience.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

Mr M Monks  
**Deputy Head: Curriculum**

## Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Hitchin Boys' School (HBS) is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. HBS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. HBS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. HBS will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. HBS will, having received a request for copies of materials, promptly make them available to the candidate.
4. HBS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. HBS will allow sufficient time 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. HBS will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. HBS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of HBS and is not covered by this procedure.