



Appeals procedure for Non Examined Assessment/Coursework

Tracking sheet to support planning

Action	Details - Insert date action taken / tick when completed
Information for candidates documents shared with students before the assessment takes place (These can be found on the school website under exams: Ulverston Victoria High School - Exam Regulations . This includes use of AI in Assessments and Information for Coursework Assessments)	
Deadline for candidates to submit work: (providing minimum of 12 days before the submission deadline for appeals process to be followed)	
Date marks are provided to candidates: Information on the appeals procedure must be shared with students, so they are aware of the process and the deadline if they wish to appeal. (see school website-Exams for details)	
Deadline for candidates to appeal marks: (4 days after marks are provided)	
Date marks are entered after appeals window has closed:	
Final exam board submission deadline:	



NEA Review of Marking Process

In line with the school NEA Appeals Policy, please follow the guidelines below.

Marks must be given to pupils **at least** 12 days before the NEA final submission deadline (please note some of these must be working days). Please check your marks submission deadline with the relevant exam board. Once completed this written record of the review must be kept and made available to the awarding body upon request

Candidate Name

Candidate Number

Stage		Specific actions	Person responsible	Timeframe	Contact details	Exams only Sign and date
1a.	Inform students of their final NEA mark	<ol style="list-style-type: none"> 1. Explain that the NEA has been internally moderated and what this means. 2. Explain that students can request a review of marking if they think that the mark scheme has not been applied accurately. 3. Explain that, in a review of marking, there are 3 possible outcomes: the mark stays the same; the mark may increase; the mark may decrease. 4. Explain that students can request copies of their work and the mark scheme to help them decide whether they would like to request a review of marking (<i>Stage 1b</i>). This must be done within 1 day (next bullet point) 5. Following bullet point 4 above, explain that students have 3 days to decide whether they would like to request a review of marking (<i>Stage 2</i>) and this request should be made in writing to Mrs Muldoon. They should email lm@uvhs.uk and copy in their class teacher, subject leader and exams@uvhs.uk 6. The written request must state the grounds on which the pupil wishes a review of the marking. 7. Set a deadline based on the date when NEA marks are given and inform lm@uvhs.uk and exams@uvhs.uk of the deadline. Explain that requests will not be accepted after this deadline. 	Class teacher and subject leader	At least 12 days before the NEA submission deadline. 1 working day 3 working days	N/a	
1b.	A student asks for their work and assessment criteria to help inform their decision	<ul style="list-style-type: none"> • Please provide (as a minimum) copies of the student’s work with the mark scheme within 1 working day of the request. 	Class teacher and subject leader	1 working day	lm@uvhs.uk exams@uvhs.uk	



2.	A student requests a review of marking.	<ul style="list-style-type: none"> On receiving a request for a review of marking within the deadline, Mrs Muldoon will inform the student (within 24 hours) that an independent assessor is being sought who will review the work in line with the marking criteria and that this person is selected as they are not known personally to the candidate, will have had no previous involvement in the assessment of that student's work and will have no personal interest in the review. Mrs Muldoon will inform the student when an independent assessor has started the review and the time frame for the review of marking to take place (5 days). 	L Muldoon	Within 24 hours of the written request being made.		
3a.	The review of marking takes place.	The independent assessor informs Mrs Muldoon whether the <i>candidate's work is or is not consistent with the standard set by the centre</i> in line with the deadline.	Independent assessor and Mrs L Muldoon	5 days		
3b.	Independent assessor's comments added here					
4.	The outcome of the review is shared with the Head of Centre	<ul style="list-style-type: none"> The Head of Centre will make a final decision if there is any disagreement on the mark to be submitted to the awarding body. The final decision will be made within 1 working day. 	M Hardwick	1 working day		
5.	Declaration from the centre.	<ul style="list-style-type: none"> The centre will declare the final mark (which is to be submitted to the exam board) on this form and the class teacher, subject leader and independent assessor will sign and date the final declaration. Reasons for the awarding of this mark will be recorded on the form. The Head of Centre will sign to confirm all of the above. 	Class teacher, subject leader and independent assessor. Head of Centre			
6.	The outcome of the review is given to the pupil.	<ul style="list-style-type: none"> Mrs Muldoon will write to the student informing them of the outcome of the review within 1 working day of the final decision being made. 	L Muldoon	1 working day		
7.	Copy of this document (signed and dated) to be held by the exams office.	<ul style="list-style-type: none"> Upon request from the exam board, the exams office will make this review document available. 	Subject Leader and exams office			



Declaration

The above process has been followed in line with the dates and times stated. Following the review of this candidate's work, the final mark to be submitted to the exam board is: _____

Additional comments if required:

Class teacher: Print name _____ Sign _____ Date _____

Subject Leader: Print name _____ Sign _____ Date _____

Head of Centre: Print name **Mr M Hardwick** Sign _____ Date _____

Relevant Policies:

Exams Policies: [Ulverston Victoria High School - Examinations Policies \(uvhs.uk\)](http://uvhs.uk)

NEA- [Ulverston Victoria High School - Examinations Policies \(uvhs.uk\)](http://uvhs.uk)

Internal Appeals Policy - [Ulverston Victoria High School - Examinations Policies \(uvhs.uk\)](http://uvhs.uk)