



## Information for Students

### Review of Marking procedure for Non Examined Assessment/Coursework

When you submit your NEA work/Coursework it is marked by staff with the appropriate knowledge and skills and who have received training and guidance from the exam boards. Internal standardisation and moderation procedures are used to ensure all teachers have correctly and accurately applied the marking standard.

- 1) Once your work has been marked following these procedures you will be informed of your mark.
- 2) If you are concerned it has not been marked correctly following the marking criteria, you may request a review of marking before it is submitted to the exam board. You have 4 working days after receiving your mark to request this. Your teacher will tell you how to request a review.
- 3) You can ask for a copy of your work and the mark scheme within 1 working day of receiving your mark to help you make this decision. This will help you to consider if you feel the criteria has been correctly applied.
- 4) After receiving a copy of your work you will then have 3 working days to consider whether to request a review. You will need to explain what the issue is or on what grounds you wish to request a review.
- 5) If you request a review, school will find an independent assessor to review your work. This may be another teacher of the subject who has not been involved in the marking process so far or an external assessor.
- 6) You will be informed of the outcome.
- 7) The final mark will be submitted to the Exam board.

**Important** – if you do not request a review within the given timescale you will be unable to appeal your NEA/Coursework mark later in the process