



SHIPLAKE COLLEGE

HENLEY-ON-THAMES

Internal Appeal Process for Non Examinable Assessments (NEA)

The Joint Council for Qualification (JCQ) has made it a requirement for examination centres to offer an **appeal process** for Non Examinable Assessments (NEAs), otherwise known as coursework.

NEAs are submitted for many GCSE and A Level courses as part of the overall qualification mark. These are marked and moderated by Shiplake College academic staff, before a sample is sent to the awarding examination body for further scrutiny and a potential subsequent moderation of all subject coursework marks in light of any decisions made.

If a pupil has concerns over the mark awarded by Shiplake academic staff, they are entitled to appeal that mark. The pupil and parent will email the College on reception@shiplake.org.uk requesting the **Internal Appeals application form**, detailing the specific reasons for their concerns with specific reference to examination mark schemes, within seven days of receiving their mark. The NEA will then be reviewed by a teacher from that subject who has not had direct input into that specific NEA process; this independent teacher may be from Shiplake or from another school.

The reviewed mark will be returned to the pupil **within two weeks of appeal**, with reasoning provided. This reviewed mark will be the one formally submitted to the examination board; **this may be higher or lower than the original mark and no further NEA reviews will be possible.**

In order to cover administrative costs, there is a **non-refundable £50.00 fee** for the appeal. This cost is benchmarked against the cost of a post-examination appeal and also in line with the fee stated by other HMC independent schools.

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Deputy Head (Academic)

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