

3 March 2025



Dear Parents, Carers and Students

## Non-Examination Assessments (NEA)

In the coming weeks, students in Year 11 and 13 will be completing their NEAs in relevant subjects. Each subject has set their own deadline for completion. Students will be given their 'raw' NEA marks by their teacher, (e.g. 26/40), by Friday 04 April 2025, with the exception of Art (Exam unit), Drama, PE, DT, Food and Nutrition and EPQ, who have different dates of release that fall either before or after this date. Heads of Department of these subjects will be contacting you directly with an explanation of their timelines. Please note that teachers do not grade the NEAs, the school submits the marks to the examination board who determine the final grade. Any centre assessed marks are therefore subject to change through the moderation process by the exam board.

## Appealing an NEA mark

From the date of release, there is a window of 5 working days for students to appeal the centre's marking **before** marks are submitted to the awarding body. Please note that this is the only opportunity for students to appeal marks for NEA subjects. Additionally, a review of moderation by the exam board, i.e. after the summer results are issued, is **not** available for individual candidates, and can only be requested by the centre itself. In this instance, a review of moderation is not undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

The grounds for appealing an NEA mark awarded in school (the centre) are:

- Evidence the mark scheme has not been properly applied.
- Evidence that necessary procedures have not been properly complied with.

When a student is considering an appeal, please note that a process of internal standardisation has already taken place within departments prior to issuing the marks to students. Example procedures are as follows:

- Obtaining exemplar materials from the awarding body.
- Staff training to form a common understanding of the assessment criteria.
- Comparing standards through cross marking of samples of work.
- Final moderation of work within department teams.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to request a review of the centre's marking.



Headteacher Mr R V Booth  
Tudeley Lane, Tonbridge, Kent TN9 2JP  
Seal Hollow Road, Sevenoaks, Kent TN13 2SN  
Tel: 01732 373500  
Email: [school@wealdgs.org](mailto:school@wealdgs.org)  
Website: [www.wealdgs.org](http://www.wealdgs.org)  
**Weald of Kent Grammar School Academy Trust**  
Charity, incorporated in England and Wales  
Registration Number 7451660, Limited by Guarantee

To submit an appeal please download and complete the "Internal Appeals Form" which can be found on the Exams section of our website under 'Appeals'.

The completed form must be emailed to [exams@wealdgs.org](mailto:exams@wealdgs.org) by 4 p.m. on Monday 28 April 2025. Please note again that the deadlines differ for Art (Exam unit), Drama, PE, DT, Food and Nutrition and EPQ. These subject's schedules will be communicated to you separately in the coming weeks by the relevant Heads of Department. Marks are provided to the students only.

There is a £50 fee for lodging an appeal, which must be paid via ParentPay when the appeal is submitted. If your appeal is successful, this will be refunded. If you experience any difficulty accessing your ParentPay account, please contact the Finance Department at [financequeries@wealdgs.org](mailto:financequeries@wealdgs.org). Students will not be excluded from appealing due to financial hardship. If this is the case, please contact the Finance Department.

*Please note if the appeal is not successful, the next review of marking is the review of moderation by the exam board and cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation.*

### **Public Examination Arrangements 2025**

Please be advised that a further letter detailing the arrangements for the summer series, including details regarding student timetables, will be issued in due course.

Yours sincerely

**S Dyos**  
Examinations Officer