

March 2023

Dear Parent/Carers

Marks for Coursework and other Non-Examined Assessments (NEAs)

Students entered for examinations this Summer may have to complete NEA work which counts towards their final mark and grade. This will include for example, coursework, practical work and internally assessed tasks.

In line with JCQ and Exam Board guidance, all students will be given their mark(s) prior to submission to the Exam Boards and asked to sign to confirm receipt of their mark for each relevant subject. Each student will also be required to sign an Exam Board declaration form for each subject confirming that the work is their own and has been produced in line with the JCQ policy which can be found here - Information for candidates documents - JCQ Joint Council for Qualifications [JCQ Information to Candidates](#)

If a student believes that the process for marking the work was not followed properly they can submit a written request for an internal appeal within 5 working days of receipt of the mark. This will be reviewed by an assessor who is independent of the original marking process and who will assess whether the mark is in line with the standard set by the school. Full details of the internal appeals policy and the form for submitting an appeal can be found on the college website [Haybrook College Exam Policies](#).

Please note that marks can go down as well as up or stay the same following an internal appeal. It is important to be aware that the marks submitted by the college to the Exam Boards are subject to moderation by the Boards so can be changed following submission. The subjects with an NEA component for Summer 2023 are:-

GCSE English Language
GCSE Physical Education
GCSE Art/3D Design
BTEC Creative Media

If you have any queries or concerns, please do not hesitate to contact your Head of Centre.

Yours sincerely,



Mr Jamie Rockman
Executive Headteacher
Haybrook College

Inspiring and supporting young people to make positive choices about the future