

Coursework assessments/non-examination assessments

NEA is any type of work that is undertaken by students that is not solely marked by an external examiner. NEA is generally teacher assessed work that the teacher/centre will decide when to timetable and all Students across the country are not necessarily completing the assessment at the same time.

The Information for Students folder on the College website contains several documents that have been emailed to all students. This includes information on coursework, non-examination assessments and social media

Students will be informed by their subject teachers when assessments will take place, and the associated deadlines for this work and it is vital that students hand work in on time.

Teaching staff will mark the work following the Awarding Body's guidelines and inform students of the provisional mark it has been awarded. Students need to be aware that internally assessed work may be subject to external moderation and that **their marks may change** as a result of this. Teaching staff will inform students if their work is subject to external moderation.

Once staff have marked the work and collated all marks they will inform students of the mark they have been awarded. Students can appeal this mark if they have evidence that the marking has been too harsh (or lenient). Students can only appeal their own marks.

The College has a Policy for such an appeal (this can be found on the College website in the exams folder). In the first instance students need to raise their concerns with their teacher/HoD.

If a student wishes to appeal against the mark after speaking to their teacher/HoD they need to collect and complete a form from the exams office.