



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

13 February 2024

Dear Year 11 & 13 Students and their Parents/Carers

NEA Dates and Issuing of Marks (Summer 2024)

We are writing with some key dates, information regarding the marking of NEA and the issuing of marks to students. NEA stands for Non Examination Assessments and is often referred to as coursework. However, NEA regulations also cover a number of practical and oral examinations.

In some subjects, students have completed NEA (coursework). There are two types of NEA, externally assessed NEA and internally assessed NEA.

- **Externally assessed NEA:** This work is submitted, unmarked, to the exam board. Subject specialists at the exam board mark this work against the relevant criteria.
- **Internally assessed NEA:** This work is marked and moderated by the school. A teacher (not necessarily the class teacher) marks the work against the criteria provided by the exam board. The marking is then moderated; this means that the marking of some, or all, of the candidates is reviewed by at least one other member of staff. This moderating process is an internal check that the initial marking was accurate and consistent.

After the internal marking and moderation is complete, the marks are submitted to the exam board. The exam board then requests a random sample of work. A subject specialist at the exam board then reviews the marking again to provide an additional check that the marking is accurate. At this point, the exam board confirms, or adjusts, the marks.

For internally assessed NEA, students will receive their marks from their teachers. For some subjects, they have already been given their marks. For most other subjects, students will receive their marks by Wednesday 17 April.

As required to, we have an Internal Appeals Policy (available on the Policies page of the school website [here](#)) that details the process if a student believes the NEA mark awarded by the school is unfair and inaccurate. Unfortunately, due to exam board deadlines, there are very tight deadlines for students or parents/carers to initiate this process. **If any student, or parent/carer, believes that their mark is unfair and inaccurate they must get in touch with Mrs Berks, Deputy Headteacher, by the end of Monday 22 April (e.berks@parmiters.herts.sch.uk).** This does not, in itself, initiate a review of the marking, but instead will allow us to explain the process in more detail so you can decide if you wish to proceed with a review.

However, please note that Art, Photography and PE, at both GCSE and A Level, have different deadlines and procedures as detailed below.

Nemo sibi nascitur:

Our values of community, aspiration and opportunity enable every individual to grow and flourish

The moderation process for **GCSE** and **A Level PE** means that the marks must be submitted earlier than for other subjects. Students will receive their marks by Friday 15 March. If any student, or parent/carer, believes that their mark in PE is unfair and inaccurate they must **get in touch with Mrs Berks, Deputy Headteacher, by the end of Monday 18 March.**

For GCSE and A Level Art and A Level Photography, students will receive their marks for Component 1 by the end of Wednesday 20 March and have until Monday 25 March to contact Mrs Berks if they believe their mark is unfair and inaccurate. However, students only sit component 2, often referred to as their examination, in late April/early May (see below for exact dates). Students will be issued with their mark for Component 2, via Google Classroom, as soon as the internal marking and moderation has been completed. **Because of the tight deadlines, students or parents/carers must contact Mrs Berks within 24 hours of the Component 2 mark being issued if they believe it is unfair and inaccurate.**

Dates for practical and oral examinations

Practical and oral examinations will take place before written examinations. Dates for these are:

- **A Level Art examination:** Tuesday 30 April - Thursday 2 May 2024
- **A Level Photography examination:** Tuesday 30 April - Thursday 2 May 2024
- **A Level French oral examination:** Tuesday 7 May 2024
- **A Level German oral examination:** Wednesday 8 May 2024
- **A Level Drama:** Friday 15 March 2024

- **GCSE Food Preparation & Nutrition*:** Monday 18 or Wednesday 20 March 2024
- **GCSE Drama*:** Thursday 21 or Friday 22 March 2024
- **GCSE Art & Art Textiles:** Wednesday 17 & Thursday 18 April 2024
- **GCSE PE moderation:** Tuesday 23 April 2024
- **GCSE MFL orals:** Monday 22 April - 3 May 2024. An email sent on 11 March provides details of which teaching group is allocated to each date. Students will be informed of the exact time of their oral by their teacher.

* Students will be allocated to one of the dates given.

With examinations approaching, there will be an increasing number of communications with exam related information. We urge all students and parents/carers to check their e-mails regularly and to save these e-mails for future reference. All communications will also be added to the school website under Parents - Letters to Parents (or click [here](#)).

Yours sincerely



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