



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

21 April 2022

Dear Year 13 Students and their Parents/Carers

## A Level - NEA Marks and Exam Regulations Assembly

We appreciate that the Easter holidays will have been a busy time for Year 13 students, but hope students also spent some time away from their revision and have returned to school ready for the term ahead.

With A Level 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](#)).

### Exam briefing

We want to make all students aware there will be an **exam briefing assembly on Tuesday 26 April in the Main Hall**. All Year 13 students are expected to attend this assembly, even if they do not have a lesson period 1. Students should register with their form tutor at 8.35am and come to the Main Hall.

It is vital that students are clear about the exam regulations, as failure to adhere to the regulations could have serious consequences. The assembly will go through the JCQ regulations (JCQ is the body that sets the exam regulations on behalf of the exam boards), as well as the process for running examinations at Parmiter's.

### NEA marks

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. This means 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 confirm, or adjust, 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 all other subjects, except Photography, students should receive their marks by the end of Monday 25 April. Photography marks will be issued once work is marked and moderated.

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/carers, believes that their mark is unfair and inaccurate they must get in touch with Mrs Berks, Deputy Headteacher, by the end of Wednesday 27 April.** This does not, in itself, initiate a review of the marking, but instead will allow me to explain the process in more detail so you can decide if you wish to proceed with a review.

**Point of contact for queries related to A Level examinations**

Please be aware that Miss Roberts, previously our Examinations Officer, has left Parmiter's. I (Mrs Berks) will be overseeing the examinations process this summer. If you have a query about exams, please contact me on [e.berks@parmiters.herts.sch.uk](mailto:e.berks@parmiters.herts.sch.uk).

We will be in touch again next week with details from the exam briefing and any further updates.

Kind regards

Mrs E Berks  
Deputy Headteacher