

NEA Appeals Policy (Exams)

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Fran Martini / Jan Stewart	
Date of next review	Oct 2026

Key staff involved in the policy

Role	Name(s)
Senior leader(s)	Fran Martini
Head of centre	Carly Purnell

1.1 When is an NEA appeal is allowed?

A student may appeal **only on procedural grounds**, not because they disagree with professional judgement alone. An NEA appeal is valid if the student believes that:

- the **centre's marking procedures were not followed**, or
- the **marking standards were not correctly applied**, or
- the work was **not internally standardised properly**, or
- procedures in the centre's **NEA policy were not applied consistently**

Students **cannot appeal against the mark itself**, only against the **process** used to arrive at the mark, such as administrative errors, applications of the mark scheme, procedures followed or use of access arrangements.

1.2 Additional AI Guidance

Students cannot appeal their NEA marks on the grounds that:

- An artificial intelligence (AI) tool has generated a different or higher mark when the student's work was input into it
 - They disagree with their mark based on AI-generated feedback or assessment
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1.3 Student steps for requesting a review of your NEA mark

Step 1 – Check the NEA mark you have been given

- You will be told your **centre-assessed NEA mark** before it is sent to the awarding body
 - You should understand that this mark is **provisional** and could still change after external moderation
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Step 2 – Ask to see your NEA work and the mark scheme if you want to review the decision

If you want to check the evidence before deciding whether to request a review:

- You should ask the Head of Department **within 2 working days of receiving your mark** if you want a copy of your marked NEA work and the relevant mark scheme or assessment criteria
- The school should provide these materials **within 2 working days of your request**

- If your work includes original items such as artwork, you may need to view them **under supervision** rather than take them away
 - You will then have **3 working days** to look over the materials and decide whether to proceed with a review request
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Step 3 – Submit your request for a review in writing

- If you want to request a review, you must do this **in writing**
 - Your request must be based on **procedural grounds** (for example, if you believe the published process was not followed correctly)
 - You must submit your request **within 7 working days** of receiving your mark
 - You should use the **Internal Appeals Form (NEA)** Appendix 1.5 and explain your reasons clearly
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Step 4 – Send your completed review request to the Exams Manager

- Send the completed form to **Mrs Stewart, Exams Manager**, by the required deadline
 - Keep a copy of your request for your own records
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Step 5 – Understand what will happen during the review

- Your review should be carried out by a **different assessor** who has the right subject expertise and was not involved in the original marking
 - The review will check whether the mark scheme was applied correctly, whether the decision was in line with the school's standardisation process, and whether the correct procedures were followed
 - This is not a **full re-mark** from first principles; rather, it is a check to confirm that the original marking decision was reached correctly and in line with the mark scheme
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Step 6 – Wait for the outcome of the review

- You should receive the outcome of the review **in writing**
- This should normally happen **within 10 working days** of receiving your original mark and before the awarding body submission deadline
- The outcome will tell you whether your mark has changed or stayed the same
- If there is still disagreement after the review, the **Head of Centre** will make the final decision for the school

Step 7 – Be aware of what happens next

- After the review, the mark sent to the awarding body will be the school's **final centre decision**
 - Even after this, the mark is still **subject to external moderation**
 - External moderation can move marks **up or down**
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Important to know

- You cannot appeal an external moderation outcome as an individual student;
- Only the school can request a review of moderation
- You cannot contact the awarding body directly about your NEA mark
- If your case involves malpractice, such as plagiarism or misuse of AI, a **different appeals process** will apply

1.4 Centre responsibilities

In line with JCQ guidance, IGS will:

Step 1 – Inform the student of their NEA mark

- Subject staff must inform candidates of their **centre-assessed NEA marks before submission to the awarding body** and in line with the allowance on an appeal window (as per the NEA policy)
 - Students must be told the mark is **provisional** and may change following moderation
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Step 2 – Provide access to NEA materials (if requested)

If the student asks to see evidence before deciding whether to appeal:

- The centre must provide (within **2 working days from the request**):
 - a copy of the marked NEA work
 - the relevant mark scheme / assessment criteria
- Originals (e.g. artwork) may only be viewed **under supervision**
- The student must be given **3 working days** to review the materials and decide whether to proceed

- Requests for a copy of the work, and the relevant mark scheme should be made to the Head of Department within **2 working days of receiving their mark**
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Step 3 – Explain the grounds and timescale for appeal

- The student must be informed that:
 - any appeal **must be in writing**
 - it must be based on **procedural grounds**
 - it must be submitted **within 7 working days** of receiving their mark
 - Students must use the **Internal Appeals Form (NEA)** and explain their grounds clearly
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Step 4 – Receive and log the appeal

- Appeals must be submitted:
 - in writing
 - using the **Internal Appeals Form (NEA)**, detailing clearly the grounds for appeal. Completed forms should be sent to Mrs Stewart, Exams Manager within the specified timeframe
 - The Exams Manager must:
 - log the appeal
 - record the date received
 - pass it to the relevant Head of Department and the Senior Leader for Exams
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Step 5 – Conduct the review of marking

- Heads of Department must arrange for a **different assessor** to carry out the review who:
 - has appropriate subject expertise
 - had **no prior involvement** with the student's marking
 - has **no conflict of interest**

- The review must check:
 - correct application of the mark scheme
 - consistency with centre standards
 - inclusion in internal standardisation
 - The review **must not re-mark from first principles** but verify the correctness of the original marking decision.
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Step 6 – Complete and record the outcome

- The review must be completed and the outcome communicated:
 - **within 10 working days** of receiving the original mark
 - **before the awarding body submission deadline**
 - The candidate must be informed **in writing** of:
 - the outcome
 - whether the mark has changed or stayed the same
 - The **Head of Centre has the final decision** if there is disagreement
 - A written record must be retained and made available to the Awarding Body if requested.
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Step 7 – Submit marks to the Awarding Body

- The mark submitted to the awarding body is:
 - the final Centre decision after any review
 - still subject to external moderation
 - The student must be reminded that moderation can move marks up or down
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3. Important exclusions and clarifications

- **Moderation outcomes cannot be appealed by individuals** – only Centres can request a review of moderation.
- Students **cannot contact the Awarding Body directly** about NEA marks.

- If malpractice (e.g. plagiarism or AI misuse) is involved, a **different appeal route** applies and may require awarding body referral
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4. What the Exams Officer should have in place:

You must ensure that:

- internal deadlines are published and enforced
- the **NEA policy and appeals procedure are shared with students/parents**
- all appeals are **logged**, outcomes recorded, and evidence retained
- subject staff understand that marks must be issued early enough to allow appeals
- marks are not submitted until any appeal is resolved

1.5 Internal Appeal Form– Non-Examination Assessment (NEA)

This form should be used by candidates wishing to appeal an internally assessed mark for Non-Examination Assessment (NEA). Appeals must be based on procedural grounds and submitted within the published deadline.

Candidate details

Candidate name	
Candidate number	
Year group	
Qualification / Subject	
Teacher / Assessor	

Assessment details

Component name / code	
Centre-assessed mark notified	
Date mark was issued to candidate	
Awarding body	

Grounds for appeal

Appeals must relate to the marking process or procedures followed. This is not an appeal against professional academic judgement.

Please explain clearly which procedures you believe were not followed or were incorrectly applied.

Request

I request a review of the Centre's marking of my NEA work.

Candidate declaration

I confirm that this appeal is submitted in line with the Centre's Internal Appeals Procedure. I understand that the outcome of a review may result in my mark staying the same, increasing or decreasing.

Candidate signature	
Date	

For Centre use only

Date appeal received	
Appeal logged by	
Review carried out by	
Outcome of review	
Final mark submitted	
Date candidate notified	
Head of centre decision (if applicable):	