



Internal Appeals Procedure – Information for Students

If your course includes an NEA assessment, such as a Cambridge National subject, GCSE Music, GCSE PE, or a Creative Arts subject, this sheet explains what to do if you're not happy with the mark you've been given for your coursework/assessment.

What is an NEA?

A Non-Examination Assessment (NEA) is a part of your qualification that's marked by your teachers rather than through a written exam. It might include coursework, practical work, or controlled assessments, depending on the subject. These marks count towards your final grade and are sent to the exam board after internal checks and moderation.

Please note that after your NEA mark has been submitted to the exam board, a moderation process is carried out externally. This moderation ensures that marking across all schools is consistent with national standards. As a result, your mark may be adjusted either upwards or downwards. This is a normal part of the assessment process and applies to all internally assessed components.

What to do if you're not happy with your mark

Once your teacher has marked your NEA, you'll be told your mark before it's submitted to the exam board. If you feel your work hasn't been marked fairly or correctly, you can ask for a review.

To help you decide whether to do this, you can request to see your marked work, the mark scheme or assessment criteria, and any other relevant materials. You must make this request within three working days of receiving your mark. These materials will be provided promptly and no later than three working days after your request is made—either as copies or, if needed, under supervision.

If you still have concerns after reviewing the materials, you can submit a formal request for a review. This must be done within three working days of receiving the materials, and you'll need to explain clearly why you think the mark is incorrect.

The review will be carried out by a different teacher who wasn't involved in the original marking. You'll be informed of the result within five working days. If there is still a disagreement about the mark, the matter will be considered by the Head of Centre, whose decision will then be final.

To start the process, you'll need to complete an internal appeals form. A copy of this form is available on the school website, or you can collect one from the exams office, which is located along the main corridor.

Need help?

If you're unsure about anything or need support with the process, please speak to your subject teacher or Mrs. Hickman in the exams office. We're here to help make sure everything is fair and clearly understood.