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1<sup>st</sup> October 2018

Dear Parent/Carer,

As you will be aware, some qualifications require your son/daughter to undertake Non-Examination Assessments (NEA) which are marked internally by teaching staff before being sent to the examination boards for moderation. This year sees the introduction of new regulations surrounding these assessments.

Once your son/daughters work is marked and standardised, they will be made aware of their marks for this part of the course. If your son/daughter believes that the assessment criteria have not been correctly applied to their work, they will have a period of time from the publication of NEA results to request a review of the Academy's marking.

Students must apply in writing using the NEA appeals form (available from the exams office) before the subject appeals deadline, explaining fully on what grounds they wish to request a review of centre-assessed marking. All requests must focus solely on the quality of the work submitted, no other factors will be taken into consideration. All completed NEA appeals forms must be returned to the examinations officer (not the subject teachers). No appeals will be accepted after the specified deadline (see below). The cost per appeal will be charged at £35. This will be refundable should the mark(s) go up.

Your son/daughter will be made aware of the outcome of any appeals via their school email address by the subject *outcome of appeals deadline* set out below.

**Please note that any review of marking can result in marks going down as well as up, and the reviewed marks are those which are sent to the examination boards with no exceptions.**

I would like to take this opportunity to remind parents and students that a significant proportion of non-examination assessments are sent to examination boards for moderation (this is normal practice and ensures centre marking is in line with national standards). Therefore any marks issued by the academy are subject to change by the examination boards and should be considered provisional.

The NEA policy is available on our website <http://www.hammersmithacademy.org/about-us/school-life/exam-information/>

If you have any concerns regarding these new regulations please do not hesitate to contact me at [luciehrabankova@hammersmithacademy.org](mailto:luciehrabankova@hammersmithacademy.org).

Kind regards,



Ms Lucie Hrabankova

Data & Exams Manager



## Internal Non-Examined Assessment

Department		Board	Code	Component Title	Deadline for Students to be issued with their marks	Deadline for Response from students	Deadline for outcome of appeal	Deadline to Board
Art	AS/A2	EDEXL	8ADO 01	Personal Investigation	24/05/2019	30/05/2019	06/06/2019	07/06/2019
Art	AS/A2	EDEXL	8ADO 02	Externally Set Assignment	24/05/2019	30/05/2019	06/06/2019	07/06/2019
Art	AS/A2	EDEXL	9ADO 01	Personal Investigation	24/05/2019	30/05/2019	06/06/2019	07/06/2019
Art	AS/A2	EDEXL	9ADO 02	Externally Set Assignment	24/05/2019	30/05/2019	06/06/2019	07/06/2019
Art	GCSE	EDEXL	1ADO 01	Personal Portfolio	16/05/2019	21/05/2019	28/05/2019	30/05/2019
Art	GCSE	EDEXL	1ADO 02	Externally Set Assignment	16/05/2019	21/05/2019	28/05/2019	30/05/2019
IT	GCSE	OCR	J276	Comp Science Endorsement	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Drama	AS/A2	EDEXL	8DR0 01	Exploration & Performance	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Drama	GCSE	EDEXL	1DR0 01	Devising	26/04/2019	04/05/2019	10/05/2019	15/05/2019
DT	GCSE	AQA	8552/C	D & T: Product Design	26/04/2019	30/04/2019	03/05/2019	07/05/2019
DT	A2	AQA	7552/C	D & T: Product Design A2 NEA	26/04/2019	04/05/2019	10/05/2019	15/05/2019
English	AS/A2	EDEXL	9ETO 04	Coursework	26/04/2019	04/05/2019	10/05/2019	15/05/2019
English	GCSE	EDEXL	1ENO E	Spoken Language - Endorsement	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Humanities		EDEXL	9GEO 04	Independent Investigation	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Humanities		AQA	7042/C	History ADV Nea	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Humanities		AQA		Geography indep invest form	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Media St	A2	OCR	H409/03/04	Making Media	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Media St	GCSE	OCR	J200/03/04	Creating Media	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Music		OCR	8271/C	Music Nea Composing	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Music		OCR	8271/P	Music Nea Performing	26/04/2019	04/05/2019	10/05/2019	15/05/2019
PE		EDEXL	1PEO 03	Practical Performance	01/03/2019	08/03/2019	15/03/2019	15/05/2019
PE		EDEXL	1PEO 04	Personal Exercise PROG.	26/04/2019	03/05/2019	10/05/2019	15/05/2019
Science		OCR	H556/04	Physics A: Prctal Endrsmnt in Physics	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Science		AQA	7402/C	Biology ADV Practical Skills	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Science		AQA	5961	Science Single Portfolio	26/04/2019	04/05/2019	10/05/2019	15/05/2019
Science		EDEXL	9CHO E	Core Practicals - Endorsment	26/04/2019	04/05/2019	10/05/2019	15/05/2019