

Urmston Grammar School

Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61



RE: GCSE and A Level Non-Examined Assessments (NEA)

7th March 2023

Dear Year 11 and Year 13 Parents & Carers,

As you may be aware, many subjects at GCSE and A Level have a Non-Examined Assessment component. These are typically extended assignments completed during the course which contribute towards the final GCSE or A Level grade. I am writing to inform you of the process Urmston Grammar School will follow when issuing marks for the NEA component of each course.

The nature of the NEA component in each subject can vary significantly and as such all departments operate to different timelines. Students will be informed of the mark they have achieved for their NEA in each subject at any time up until the end of April. Their mark will be communicated to them in writing, typically to their school email account. Though we anticipate the majority of students will be pleased and accepting of their mark, should your son/daughter feel the mark they have been awarded is incorrect they are entitled to request a Marking Review by following these steps:

1. The student should initially contact our exams officer, Mrs O'Neill, via loneill@urmstongrammar.org.uk explaining which subject/NEA they believe to be incorrect.
2. The student will be provided with a copy of their NEA work, along with the exam board marking guidance, as well as the form to request a Marking Review. In cases where the NEA is a video or audio recording, the student will be allowed to watch/listen to their work whilst supervised by a staff member in school.
3. There has to be specific grounds for requesting a Marking Review. Being disappointed by the mark is not sufficient. The resources provided should be used to identify specifically where they feel an error has been made.
4. At this point should the student wish to proceed with a Marking Review, they must complete the relevant form which must be submitted to Mrs O'Neill no later than **9am on Tuesday 9th May**.
5. Students will be informed of the outcome of their Marking Review by Friday 12th May at the latest.

This information will also be shared with Year 11 and Year 13 students, but it is recommended you speak to your son/daughter to understand which of their subjects include an NEA and to ensure they understand the steps outlined above. A list of which subjects include an NEA component, and further information regarding Marking Reviews is provided overleaf.

Yours sincerely,

Mr T Kennedy-Fowler
Deputy Headteacher

Mrs L O'Neill
Exams Officer

Urmston Grammar School

Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61



Which Subjects have an NEA?

GCSE	A Level
Art	Art
Design & Technology	Computer Science
Drama	English Language
Food Preparation & Nutrition	English Literature
Music	EPQ
PE	Geography
	History
	Music
	PE
	Photography

Please also note that in GCSE English Language there is a 'Spoken Language' component. This is awarded as a separate Distinction, Merit, Pass or Fail grade, and has no impact on the overall 9-1 GCSE grade awarded.

A Level Biology, Chemistry and Physics each include a 'Practical Endorsement'. This is a pass/fail mark to confirm students have successfully completed a full suite of required practical investigations during the course. This also does not affect the final A Level grade.

Marking Reviews

- NEAs are all marked by subject teachers at Urmston Grammar School. A Marking Review will be conducted by another subject specialist from Urmston Grammar who has not already seen the work in question.
- A Marking Review is not a re-mark. The process of a Marking Review is to check the marking guidance has been applied fairly and accurately.
- A Marking Review can result in the mark going up, remaining the same, **or going down**. The outcome of a Marking Review will be the final mark submitted to the exam board regardless of the outcome.
- Following a Marking Review there is no further process to appeal the mark for any NEA.
- Many exam boards will conduct their own moderation process on samples of NEA work once marks have been submitted. As such it is still possible any NEA mark can be adjusted by the exam board.

Urmston Grammar School - Headteacher: Mrs R S Wall
pride, participation, empathy