Hazelwick School
An Academy

Headteacher: Mr D Leadbitter BA (Hons) NPQH
Chair of Governors: Mr L Clark

October 2026

Dear Parent/Carer,

Non-Exam Assessment (NEA) - Year 12

Non- exam assessment (NEA) is work that students produce for final examinations but are marked internally by the school. NEA is completed in a number of subjects; details are included in the table below. We realise that NEA work can be stressful for students, and we hope the following information helps.

The table below shows the courses that have a NEA component and the percentage of the final qualification that it represents.

Subject	Percentage value of NEA
Business	33%
Health & Social Care L2	60%
Health & Social Care L3	60%
IT	50%
Travel & Tourism	42%

Can a student use Artificial Intelligence (AI) to help them with their NEA work?
Students must submit work that is their own. In certain subjects, students may be allowed to make use of AI. If this is the case, students must reference where it has been used. Before NEA work is submitted, students will be asked to sign a declaration stating that the work submitted is their own. Any work that is not the student's own, from AI or any other sources, must be clearly referenced. A useful guide for students can be found here.

Internal NEA Appeals Process
NEA work is usually marked by the student's teacher and then moderated internally to ensure marking is consistent. A selection of NEA work is then externally moderated by the exam board to ensure marks awarded are in line with their expectations. Following internal moderation, we will issue the marks to students following JCQ regulations which state 'Candidates must be informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body'. This means that students will be given the initial mark awarded by the school for their review before it is submitted to the exam board.

When will the marks for the NEA be given to the students by the school?
There will be a specific date depending on the subject. These dates could potentially change due to reasons beyond our control. The marks will be emailed directly to students.

Subject	Unit	Date for issuing initial mark	Deadline for notifying the school of appeal	Deadline for receiving outcome of the appeal
Business Level 3	Unit 4	14 May 2027	18 May 2027	28 May 2027
Health & Social Care Level 2	R033	30 April 2027	05 May 2027	14 May 2027
	R035	30 April 2027	05 May 2027	14 May 2027
Health & Social Care Level 3	F092	11 May 2027	13 May 2027	25 May 2027
	F093	28 January 2027	01 February 2027	11 February 2027
IT	F162	15 January 2027	19 January 2027	29 January 2027
Travel & Tourism	Unit 3	14 May 2027	18 May 2027	28 May 2027

How long will students have to appeal?
The deadline for appeals will be 3.15pm on the deadline day. The Exams Officer, Mrs Keeley, must be notified that a student wants to appeal and an appeals form, available form the Exams Office, will need to be completed and handed in by the deadline. Students should note that this is the only opportunity to submit an appeal for their NEA work. NEA marks cannot be appealed in the summer after final grades are known.

Will students be able to look at the work?
If students wish to look at their NEA work they have produced, then this will need to be in school under supervision as there must be no opportunity for the work to be amended. Copies of mark schemes will be provided which describe how the work has been assessed.

Who will review the work?
The work will be reviewed by a teacher who has not been involved in the marking of the initial piece of work. This will normally be a member of staff from Hazelwick but, in certain specific situations, this may be a teacher from a local school.

How long will it take to get the result of the appeal?
Each individual deadline is summarised in the table above.

Can marks go down as well as up?
All students must be aware that it is possible that the marks can go down. It is important to note that marks, whether a student has appealed or not, can be changed by the external moderation process which is out of our control. Therefore, the initial mark given, may not be the final mark achieved, regardless of whether there is an appeal.

What is the link between raw marks awarded and grades?
It is impossible to transfer each given mark to an individual grade as the awarding bodies only make grade boundary decisions once the national patterns have been analysed in July.

Can work be changed if a student is not happy with their mark?
It is vital that students are clearly aware that work cannot be changed because of the appeals process. The purpose of the appeal is to deal solely with the issue of a marking error, rather than a mark that is below personal expectations. The work must remain unchanged once submitted.

If you require any further information about NEA work in a particular subject, please contact the relevant Head of Department. If you have any questions about the appeals process, please contact the Exams Officer, Mrs Keeley.

Your faithfully,

Mr A Chase
Assistant Headteacher