

NOTICE TO ALL CANDIDATES

NEA, Coursework and Internally Assessed Work

The information in this notice relates to GCSEs or Vocational courses such as OCR Cambridge Nationals that have an internally assessed component in the form of NEAs, Coursework or internally assessed work.

- Before your mark or grade is submitted to the exam board, your teacher will inform you of what that mark or grade is.
- If you are unhappy with the grade or mark you may appeal and request that the marking of your work is checked and moderated. For more information please refer to the school website in the 'exam essential' section. Alternative please see Mr Carwardine, Exam Officer.
- If you are unhappy with the way in which your request for the moderation of work has been handled, the outcome of the moderation or any aspect of the delivery of the course there is an additional complaints and appeals procedure. For more information please refer to the school website in the 'exam essential' section. Alternative please see Mr Carwardine, Exam Officer.

If you are not informed of your grade or mark before they are submitted to the relevant exam board, please see Mr Carwardine immediately.