

To the Parents and Carers of Students in Years 10, 11, 12 and 13

10 December 2024

Dear Parents and Carers

## Re: Plume Academy's Policy for Appealing Centre Assessed Marks

In accordance with instructions provided by the Joint Council for Qualifications, Plume Academy's policy concerning a student's right to appeal against their coursework or non-exam assessment (NEA) is attached. In short, when a student completes work for a public examination that is marked by the academy (e.g. a piece of coursework or NEA), then the regulations require that the student is told their mark and that they can then ask the academy to remark the work if they think they have sufficient grounds. This needs to take place, including the remarking of the work, before any work or marks are sent to the examination boards for moderation purposes. Great care will need to be exercised if a student is thinking about getting their work remarked and the following needs to be noted:

1. If the mark goes down as a result of the remark, then the student will be forced to accept the lower mark. Given that the student will be making this decision in advance of sitting the actual examinations, then it is possible that a remark will lead to a lower mark which could, when all the marks are added up in August, lead to an overall lower grade.
2. In accordance with the practice adopted by the public examination boards, there will be a charge for any remarks requested. Marking coursework/NEAs takes a significant amount of time and any remarks will need to be carried out at what it is already a very busy time of the year. The remark fee, therefore, will be the same as the one that the academy charges students who request a priority review of marking of their examination scripts.
3. All coursework/NEAs marked by the academy should have already been internally moderated and checked by the time each student receives their mark. We would like to think that it is highly unlikely that any coursework/NEA mark would change as a result of a remark. A useful way of thinking about this remark option is to check that a student has been marked in a way that is consistent with the way that everyone else at Plume Academy has been marked. It may turn out, for example, that Plume Academy has marked everyone too harshly, but that is not what this remark option is intended to identify. External moderation by the public examination boards will continue to happen and this should ensure that Plume Academy is marking in a manner that is consistent with other schools across the country.

Within this policy you will also see a section on the procedure to follow should you wish to appeal against a decision to reject a student's coursework/NEA on the grounds of malpractice.

If you have any questions regarding this policy, please do not hesitate to contact me via [exams@plume.essex.sch.uk](mailto:exams@plume.essex.sch.uk).

Yours sincerely



Mrs B Chittock  
Examinations Officer