



Wednesday 24th April 2024

Dear Parent/Carer

Marks for Coursework and other Non-Examined Assessments (NEAs)

Students in Year 10 studying for a BTEC qualification will complete an internally assessed unit this Summer which counts towards their final mark and overall grade in Year 11.

In line with JCQ and Exam Board guidance, all students will be given their mark(s) prior to submission to the Exam Boards and asked to sign to confirm receipt of their mark for each relevant subject.

Each student will also be required to sign an Exam Board declaration form for each BTEC subject confirming that the work is their own and has been produced in line with the JCQ policy which can be found here - [Information for candidates documents - JCQ Joint Council for Qualifications](#) and on the school website.

If a student believes that the process for marking the work was not followed properly, they can submit a written request for an internal appeal within 5 working days of receipt of the mark. This will be reviewed by an assessor who is independent of the original marking process and who will assess whether the mark is in line with the standard set by the school. Full details of the internal appeals policy and the form for submitting an appeal can be found on the school website - [Exams Policy Sept 2020.pdf \(coxgreen.com\)](#). Please note that marks can go down as well as up or stay the same following an internal appeal.

It is important to be aware that the marks submitted by the school to the Exam Boards are subject to moderation by the Boards so can be changed following submission.

The BTEC subjects with an internally assessed component for Summer 2024 are:

- BTEC Business
- BTEC Health and Social Care
- BTEC IT
- BTEC Sport

Yours sincerely

Andrew Shields
Deputy Headteacher