

## Template for issuing internally assessed tasks (NEAs) to students

Student Name :	
Candidate Number :	
Subject :	
Exam Board :	
Unit/Assessment Name :	

Your mark (that will be submitted to the exam board) is either in the box below or attached  
**Please read the following statements, sign and return this sheet (which your teacher will keep securely**

### for this exam series)

1. I confirm that I have been informed of my mark in this assessment
2. I am aware that I may request copies of materials to assist me in considering whether to request a review of the centre's marking of the assessment. These materials will be provided promptly if you request them from your teacher
3. I am aware that I now have time (usually 5 school days) to review copies of materials and reach a decision about whether to request a review of the centre's marking
4. I am aware that any requests for reviews of marking must be made in writing by ..... (date)  
The request must be well grounded, state the reason for lack of confidence in the marking and clearly identify why the marks could not have been reasonably awarded using the existing marking criteria.
5. I am aware that this allows sufficient time for the review of marking to take place prior to my teacher submitting marks to the Exam Board
6. I am aware that any review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in my assessment and has no personal interest in the review
7. I am aware that my marks could be decreased or increased as a result of the review
8. I am aware that any internal marking is still subject to change when moderated by the Exam Board

Signed (Student) : .....

Date : .....

## Aspire · Inquire · Excel · Belong

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