



St Alban's
Catholic High School



Non-Exam Assessment (NEAs)

St Alban's staff plan deadlines in advance to ensure that all learners have ample opportunity to succeed in non-examination assessments.

NEAs represent a compulsory element to many courses. Parents of students who do not complete tasks within our timeframes will be contacted to explain the severity of the problem.

Students who do not complete the required work in the allotted time in Year 12 will not be able to continue the course into Year 13.

Students who fail to meet internal subject deadlines for components and modules will be subject to school sanctions. These may include:

- Compulsory after school detention
 - Removal of free study periods
 - Removal of sixth-form privileges
- Extensions to NEA deadlines will not be given by class teachers.

In exceptional circumstances, Heads of Department can make the decision to give extended time to a student. Students and parents must complete a St Alban's NEA Extension Request form citing reasons for request and submit to HOD for consideration. Requests will be considered on a case-by-case basis and Heads of Department will then determine if all students in the same group should also be awarded additional time in the interests of fairness.

Student agreement

- I understand that it is my responsibility to submit assessed coursework by the deadline given to me by my teacher.
- I understand that it is my responsibility to act on feedback given to improve my work in time for any deadline given and that additional marks cannot normally be awarded for work submitted or improved after this time.
- I understand that extensions will not be given for any NEA / coursework deadline except in very rare circumstances. In this case an application for additional time must be made via the St Alban's NEA Extension Request form available from the website.

Signature of student:

Print Name: