



EMMANUEL COLLEGE
Emmanuel Schools Foundation

25 September 2024

Dear [RecipientTitle] [RecipientSurname]

I would like to update you on the upcoming NEA deadlines, as we progress through the suite of Technology, Engineering and Computing (TEC) courses.

What is Non-Exam Assessment (NEA)?

Non-Exam Assessment or NEA has replaced what used to be known as “coursework”. In essence they are pretty much the same thing ie research or project-based work that counts towards a student’s final grade. It is considered to be an excellent way for students to demonstrate the skills and knowledge they have gained throughout a course and their ability to conduct independent research and write up their own project. It crucial to ensure this work is done to the best of a student’s ability, as it counts towards a large proportion of the overall GCSE grade. For Design and Technology along with Food Preparation and Nutrition, NEA is 50% of a student’s grade and for OCR Cambridge Nationals, it is 60%. I have explained the procedure for work submission below and also attached the plan for deadlines for the rest of the academic year. All support materials are available on Teams for students at any time, to help them progress through the NEA.

How can I ensure work is handed in on time?

In every TEC class, weekly deadlines will be set by the teacher. Students should remain up to date at all times. This will ensure that they do not fall behind and become overwhelmed by the large body of work that is needed to be completed. The following information details the procedure that will be followed if a student fails to hand in NEA work.

NEA timelines

The timeline for NEA submissions and weekly deadlines can be found here:

[GCSE Design and Technology Deadlines](#)

[GCSE Food Preparation and Nutrition Deadlines](#)

- Weekly deadlines given by the class teacher (shown on the NEA timeline sheet) - if these are not met, the usual homework policy applies. Failure to complete will be logged in the student’s study file. On the third occasion of work not being complete, a detention will be set.
- Larger section deadlines (indicated in red text on the NEA timeline sheet) - when these are not met, a Saturday detention will be set, and students will be required to attend on a given date from 9:00am until 10:30am. If the work is submitted before the date of the detention, this will be cancelled.

Lessons will, at all times, move at pace with the scheduled task. Any work that is not completed by students will need to be caught up, in line with the above procedures. Once work has been submitted, whole class feedback will be given, and time may be given for improvements at the teacher’s discretion.

If you have any questions, please do not hesitate to contact me or your child’s teacher.

Yours sincerely

Mrs L Glover

Head of Technology, Engineering and Computing