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NON-EXAM ASSESSMENT POLICY

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Approved by the Principal

1. Scope

1.1 This policy sets out procedures for planning and managing non-examination assessments identifying staff roles and responsibilities.

2. The basic principles

2.1 The Director of Curriculum ensures the following:

- The centre's non-examination assessment policy (NEA) is fit for purpose
- The centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks Senior management team
- The correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions
- The centre-wide calendar records assessment schedules by the start of the academic year
- Co-ordination with heads of department/subject at the start of the academic year to schedule controlled assessments
- Mapping overall resource management requirements for the academic year and as part of this resolve:
  - clashes/problems over the timing or operation of controlled assessments
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- That all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

2.2 Heads of Curriculum ensure the following:

- That the marking of all teachers involved in assessing an internally assessed component is standardised internally.
- That individual teachers fully understand their responsibilities with regard to NEA's

- That individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- That appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
- That the exams office is provided with relevant entry codes for subjects (whether the entry for the internally assessment forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries.

2.3 Subject teachers are responsible for the following:

- Understanding and complying with the general guidelines detailed within the JCQ publication Instructions for conducting non examination assessments.
- Understanding and complying with the awarding body's specification for conducting NEA's, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

2.4 Exams office staff are responsible for the following:

- Carrying out tasks where these may be applicable to the role in supporting the administration/ management of NEA's

3. Task setting

3.1 Subject teachers are responsible for:

- Selecting tasks from a choice provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification
- Making candidates aware of the criteria used to assess their work

4. Issuing of tasks

4.1 Subject teachers are responsible for:

- Determining when set tasks are issued by the awarding body
- Identifying date(s) when tasks should be taken by candidates
- Accessing set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
- Ensuring requirements for legacy specification tasks and new specification tasks are distinguished between

5. Task taking

5.1 Subject teachers are responsible for:

- Checking the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
- Ensuring there is sufficient supervision to enable the work of a candidate to be authenticated
- Ensuring there is sufficient supervision to ensure the work a candidate submits is their own
- Where candidates may work in groups, keeping a record of each candidate's contribution

- Ensuring candidates are aware of the JCQ documents Information for candidates – non-examination assessments and Information for candidates – Social Media
- Ensuring candidates understand and comply with the regulations in relevant JCQ documents Information for candidates

6. Advice and feedback

6.1 Subject teachers are responsible for:

- As relevant to the subject/component, advising candidates on relevant aspects before candidates begin working on a task
  When reviewing candidates' work, unless prohibited by the specification, providing oral and written advice at a general level to candidates
- Allowing candidates to revise and re-draft work after advice has been given at a general level
- Recording any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner
- When work has been assessed, ensuring candidates are not allowed to revise it

7. Resources

7.1 Subject teachers are responsible for:

- Referring to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks
- Ensuring conditions for any formally supervised sessions are known and put in place
- Ensuring conditions for any formally supervised sessions are understood and followed by candidates
- Ensuring candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- Ensuring that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

8. Word and time limits

8.1 Subject teachers are responsible for referring to the awarding body's specification to determine where word and time limits apply/are mandatory.

9. Collaboration and group work

9.1 Subject teachers are responsible for:

- Unless stated otherwise in the awarding body's specification, and where appropriate, allowing candidates to collaborate when carrying out research and preparatory work
- Ensuring that it is possible to attribute assessable outcomes to individual candidates
- Ensuring that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment

- Assessing the work of each candidate individually

10. Authentication procedures

10.1 Subject teachers are responsible for:

- Where required by the awarding body's specification
  - ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
  - signs the teacher declaration of authentication confirming the requirements have been met

- Keeping signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Providing signed candidate declarations where these may be requested by a JCQ Centre Inspector
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, following the authentication procedures and malpractice information in NEA and informs the exams office

11. Presentation of work

11.1 Subject teachers are responsible for:

- Instructing candidates to present work as detailed in NEA unless the awarding body's specification gives different subject-specific instructions
- Instructing candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work

12. Keeping materials secure

12.1 Subject teachers are responsible for:

- When work is being undertaken by candidates under formal supervision, ensuring work is securely stored between sessions (if more than one session)
- When work is submitted by candidates for final assessment, ensuring work is securely stored
- Following secure storage instructions as defined in NEA 4.8
- Taking sensible precautions when work is taken home for marking
- Storing internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for enquiries about results or until the outcome of an enquiry or any subsequent appeal has been conveyed to the centre
- Reminding candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means
- Liaising with the IT Manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically

12.2 The IT Manager is responsible for ensuring appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.

13. Conduct of externally assessed work

13.1 Subject teachers are responsible for:

- Liaising with the exams office regarding arrangements for the conduct of any externally assessed non-examination component of a specification
- Liaising with the Visiting Examiner where this may be applicable to any externally assessed component

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13.2 Exams office staff are responsible for:

- Arranging timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification
  Conducting the externally assessed component within the window specified by the awarding body
- Conducting the externally assessed component according to the JCQ publication Instructions for conducting examinations

14. Submission of externally assessed work

14.1 Subject teachers are responsible for providing the attendance register to a Visiting Examiner.

14.2 Exams office staff are responsible for:

- Providing the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner
- Ensuring the awarding body's attendance register for any externally assessed component is completed correctly to show candidates who are present and any who may be absent
- Where candidates' work must be despatched to an awarding body's examiner, ensuring the completed attendance register accompanies the work
- Keeping a copy of the attendance register until after the deadline for enquiries about results for the exam series
- Packaging the work as required by the awarding body and attaches the examiner address label
- Despatching the work to the awarding body's instructions by the required deadline

15. Marking and annotation for internally assessed components

15.1 Subject teachers are responsible for:

- Marking candidates' work in accordance with the marking criteria provided by the awarding body
- Annotating candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
- Informing candidates of their marks which could be subject to change by the awarding body moderation process
- Ensuring candidates are informed in a timely manner to enable an internal appeal to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body

16. Internal standardisation for internally assessed components

16.1 Heads of Curriculum are responsible for ensuring that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence.

16.2 Subject teachers are responsible for:

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- Indicating on work (or cover sheet) the date of marking
- Marking to common standards

17. Submission of marks and work for moderation of internally assessed components

17.1 Subject teachers are responsible for:

Providing marks to the exams office to the internal deadline

- Providing the moderation sample to the exams office to the internal deadline
- Ensuring the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required

17.2 Exams office staff are responsible for:

- Inputting and submitting marks online via the awarding body secure extranet site, keeping a record of the marks submitted to the external deadline/ confirming with subject teachers that marks have been submitted to the awarding body deadline
- Submitting the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted/ Confirming with Subject teacher that the moderation sample has been submitted to the awarding body deadline

- Ensuring that for postal moderation
  - work is dispatched in packaging provided by the awarding body
  - moderator label(s) provided by the awarding body are affixed to the packaging
  - proof of dispatch is obtained and kept on file until the successful issue of final results
- Through the subject teacher, ensuring the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required

18. Storage and retention of work after submission of marks for internally assessed components

18.1 Subject teachers are responsible for:

- Keeping a record of names and candidate numbers for candidates whose work was included in the moderation sample
- Retaining all marked candidates' work (including any sample returned after moderation) under secure conditions until after the deadline for enquiries about results
- Taking steps to protect any work stored electronically from corruption and has a back-up procedure in place
- Retaining evidence of work where retention may be a problem (for example, photos of artefacts etc.)

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18.2 Exams office staff are responsible for ensuring any sample returned after moderation is logged and returning to the subject teacher for secure storage and required retention.

19. External moderation – feedback

19.1 Heads of Curriculum are responsible for checking moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series.

19.2 Exams office staff are responsible for:

- Copying and forwarding moderator reports to relevant staff
  Taking remedial action, if necessary, where feedback may relate to centre administration

20. Access arrangements

20.1 Subject teachers are responsible for working with the SENCo to ensure any access arrangements for eligible candidates are applied to assessments.

20.2 The SENCo is responsible for:

- Following the regulations and guidance in the JCQ publication Access Arrangements and Reasonable Adjustments
- Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place
- Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments
- Works with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met
- Ensures that staff acting as an access arrangement facilitator are fully trained in their role

21. Special consideration

21.1 Subject teachers are responsible for:

- Understanding that a candidate may be eligible for special consideration in assessments in certain situations where a candidate − is absent

− produces a reduced quantity of work

− work has been lost

- Liaises with the exams office when special consideration may need to be applied for a candidate taking assessments

21.2 Exams office staff are responsible for:

- Referring to/directing relevant staff to the JCQ publication A guide to the special consideration process

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- Where a candidate is eligible, submitting an application for special consideration via the awarding body's secure extranet site to the prescribed timescale
- Where application for special consideration via the awarding body's secure extranet site is not applicable, submitting the required form to the awarding body to the prescribed timescale
- Keeping required evidence on file to support the application

22. Malpractice

22.1 The Director of Curriculum is responsible for the following:

- Understanding the responsibility to report to the relevant awarding body any suspected cases of malpractice involving candidates, teachers, invigilators or other administrative staff
- familiarity with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures

22.2 Subject teachers are responsible for:

- Awareness of the JCQ Notice to Centres – Teachers sharing assessment material and candidates' work
- Ensuring candidates understand the JCQ document Information for candidates – non-examination assessments
- Ensuring candidates understand the JCQ document Information for candidates – Social Media

22.3 Exams office staff are responsible for:

- Signposting the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures to the Director of Curriculum
- Signposts the JCQ Notice to Centres – Teachers sharing assessment material and candidates' work to subject heads
- Signposts candidates to the relevant JCQ information for candidates documents
- Where required, supports the Director of Curriculum in investigating and reporting incidents of suspected malpractice

23. Enquiries about results

23.1 The Director of Curriculum is responsible for ensuring the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support an enquiry about results request or not supporting an appeal following the outcome of an enquiry about results.

23.2 Heads of Curriculum are responsible for providing relevant support to subject teachers making decisions about enquiries about results.

23.3 Subject teachers are responsible for:

- Providing advice and guidance to candidates on their results and the postresults services available
- Providing the exams office with the original sample or relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline
- Supporting the exams office in collecting candidate consent where required

23.4 Exams office staff are responsible for:

- An awareness of the individual post-results services available for externally assessed and internally assessed components of non-examination assessments as detailed in the JCQ publication Post Results Services, Information and guidance for centres
- Providing/signposting relevant centre staff and candidates to post-results services information
- Ensuring any requests for post-results services that are available to nonexamination assessments are submitted online via the awarding body secure extranet site to deadline
- Collecting candidate consent where required

24. Spoken Language Endorsement for GCSE English Language specifications

24.1 The Director of Curriculum is responsible for providing a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement.

24.2 Heads of Curriculum are responsible for the following:

- Ensuring the appropriate arrangements are in place for internal standardisation of assessments
- Confirming understanding of the Spoken Language Endorsement for GCSE English Language specifications designed for use in England
- Ensuring the required task setting and task taking instructions are followed by subject teachers
- Ensuring subject teachers assess candidates, either live or from recordings, using the common assessment criteria
- Ensuring for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided

24.3 Subject teachers are responsible for the following:

- Ensuring all the requirements in relation to the endorsement are known and understood
- Following the required task setting and task taking instructions
- Assessing candidates, either live or from recordings, using the common assessment criteria
- Providing audio-visual recordings of the presentations of a sample of candidates for monitoring purposes
- Following the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings

24.4 Exams office staff are responsible for following the awarding body's instructions for the submission of grades and the storage and submission of recordings.