Non-examination assessment policy

Non-examination Assessment Policy 2018-19

This policy directly affects the delivery of **reformed** GCE and GCSE qualifications which contain a component(s) of non-examination assessment. It is to be read in conjunction with the **JCQ publication** *Instructions for conducting non-examination assessment,* which is distributed electronically to all Heads of Department/Heads of Faculty (referred to as NEA throughout this policy). Similar procedures are followed for NEA in IGCSE and school directed courses, although these qualifications are not regulated by JCQ or Ofqual.

*"**Non-examination assessments** measure subject-specific knowledge and skills that cannot be tested by timed written papers... Non-examination assessment therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as non-examination assessment."*
NEA – basic principles p4

Staff Roles and Procedures in planning and managing non-examination assessments

Head of Centre
- Ensures that the centre's *non-examination assessment policy* is fit for purpose
- Ensures the Centre's *internal appeals procedures* clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks.

Deputy Head
- Ensure the correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions.

Examinations Officer
- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment
- Ensures that appropriate awarding body forms and templates for non-examination assessments are used by teachers and candidates.

Head of Department/Heads of Faculty
- Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria and NEA
- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process
- Ensures that appropriate deadlines are set and communicated to subject teachers and students, co-ordinating these deadlines with the Director of Studies.
- Selects tasks from a choice provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification OR supports students to design their own task to meet the subject specification criteria.

Subject teacher
- Understands and complies with the general instructions as detailed in NEA
- Understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions
- Marks internally assessed work to the criteria provided by the awarding body

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- Ensures that students understand the criteria on which the NEA will be marked (the awarding body marking criteria can be distributed to students)
- Ensures that students are aware of all of the deadlines to be met.

Task setting and taking procedures

Head of Department/Head of Faculty
- Selects tasks from a choice provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification OR supports students to design their own task to meet the subject specification criteria.
- Submits Outline Proposal Forms to the exam board, where relevant
- Identifies date(s) when tasks should be taken by candidates and communicates these to the Exams Officer
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
- Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements

Subject teacher
- Ensures, with the Exams Officer, that candidates are aware of the JCQ documents *Information for candidates - non-examination assessments* and *Information for candidates - Social Media*
- Works with the SENCO to ensure any access arrangements for eligible candidates are applied to assessments
- Ensures supervision is appropriate to enable the work of a candidate to be authenticated as their own
- Where appropriate, according to the specification, allows candidates to collaborate when carrying out preparatory work (such as data collection and research). Where candidates may work in groups, keeps a record of each candidate's contribution. Ensures that where a collaborative assignment requires written work to be produced, each candidate writes up their own account of the assignment
- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates, for example, advising students on the wording of their project for Computer Studies A level
- Ensures that once work has been assessed, candidates are not allowed to revise it
- Refers to the awarding body's specification to determine where word and time limits apply/are mandatory and communicates these to candidates
- Makes candidates aware of and ensures that they understand the marking criteria.

Authentication procedures

Head of Department/Head of Faculty
- Keeps 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
- Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector

Subject teacher
- Where required by the specification, ensures candidates sign a declaration confirming the work they submit for assessment is their own unaided work

- Scrutinises work for authenticity and signs the teacher declaration of authentication confirming the requirements have been met
- Collects, checks and submits declarations to Head of Department.
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in NEA and informs the Examinations Officer and Director of Studies.

Keeping materials secure

Head of Department/Head of Faculty/ Exams Officer
- Provides suitable secure storage following secure storage instructions (NEA 4.8)
- Stores 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.

Task marking – externally assessed components

Head of Department
- Arranges timetabling, rooming and invigilation (in conjunction with the Exams Officer) where this is applicable to any externally assessed non-examination component of a specification
- Conducts the externally assessed component within the window specified by the awarding body
- Conducts the externally assessed component according to the JCQ publication *Instructions for conducting examinations*
- Liaises with the Visiting Examiner where this may be applicable to any externally assessed component.

Task marking – internally assessed components

Exams Officer
- Explains to Heads of Department/Faculty how to input and submits marks online via the awarding body secure extranet site, keeping a record of the marks submitted to the external deadline
- Submits the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted
- Ensures any sample returned after moderation is logged and returned to the Head of Department/Head of Faculty for secure storage and required retention
- Accesses or signposts moderator reports to relevant staff including the Principal.

Head of Department/Head of Faculty

- Ensures teachers fully understand the marking criteria arranging external or internal training, where appropriate
- Ensures the internal standardisation of marks across teaching groups in line with the requirements of the exam board
- Ensures candidates are informed of their marks in a timely manner to enable an internal appeal of process to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body

- Arranges for an appropriate member of staff to carry out any internal appeal in line with the internal appeals policy
- Ensures 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
- Retains all marked candidates' work under secure conditions until after the deadline for enquiries about results (including copies of moderation sample)
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series.

Subject teacher
- Marks candidates' work in accordance with the awarding body marking criteria
- Annotates 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
- Informs candidates of their marks after standardisation and that these could be subject to change in the awarding body moderation process.

Access arrangements

SENCO
Follows the regulations and guidance in the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Where arrangements do not undermine the integrity of the qualification and are 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
- Keeps required evidence on file to support the application

Malpractice

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

Examinations Officer
- Distributes the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* to the Head of Centre
- Distributes the JCQ *Notice to Centres – Sharing NEA material and candidates' work* to Heads of Departments
- Distributes the relevant JCQ information to candidates through tutors so that exam regulations can be discussed within the pastoral system each year.

Enquiries about results

Head of Centre/Exams officer

- Ensures the centre's *internal appeals procedures* clearly detail the procedures to be followed by candidates (or their parents/carers)

Head of Department/Heads of Faculty/ Subject Teachers
- Provides advice to candidates on their results and post-results services
- Provides the Exams Officer with the relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline
- Supports the Exams Officer in collecting candidate consent where required

Exams Officer
- Provides relevant centre staff and candidates with post-results services information
- Ensures any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site to deadline
- Collects candidate consent where required

Practical Skills Endorsement for the A Level Sciences designed for use in England

Head of Centre
- Provides signed declaration for 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 prescribed practical activities

Head of Science/ Head of Department
- Ensures compliance with the *Practical Skills Endorsement for the A Level Sciences designed for use in England*
- Ensures candidates requiring special consideration or in the practical endorsements are managed according to *Reasonable Adjustments in the A level Sciences*
- Disseminates information to subject teachers ensuring that the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit
- In conjunction with the Exams Officer, follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome.

Subject Teacher
- Ensures that they understand and apply the requirements in relation to the endorsement of practicals
- Ensures the required arrangements are in place for practical activities
- Provides all the required Centre records and ensures candidates provide the required records
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment
- In conjunction with the Examinations Officer, follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome.

Appendix 1: Managing risks associated with non-examination assessments

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	*Awarding body key date for accessing/downloading set task noted and IT systems checked prior to key date. Pupils reminded to save information either in cloud or on at least two back up drives* *Alternative IT system used to gain access.*	Head of Department/ ICT department/ Subject teacher
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	*Ensure that subject teachers access awarding body training information and practice materials. Confirm subject teachers understand task setting arrangements as defined in the awarding body's specification sample assessment criteria.*	Head of Department/ Head of Faculty
Candidates do not understand the marking criteria and what they need to do to gain credit	*A common simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is distributed for candidates. Confirm all candidates understand the marking criteria through class discussion.*	Subject teacher
Subject teacher long term absence during the task setting stage	*Appropriate alternative cover arrangements to be put in place using other members of the department to support the work.*	Head of Department/ Head of Faculty/ Principal
A student is absent for a protracted period affecting their non-examination assessment	*Special consideration is applied for where appropriate, following the rubric of the [JCQ guide to the special consideration process.](#)*	Subject teacher or Head of Department/ SENCO/Examinations Officer
Awarding body set task not issued to candidates on time	*Awarding body key date for accessing set task noted prior to start of course. Course information issued to candidates should contain details of when the set task will be issued and needs to be completed by. Set task accessed well in advance to allow time for planning, resourcing and teaching.* *Exams officer to confirm with departments that any NEA tasks have been set with sufficient time for completion.*	Head of Department/ Head of Faculty/Exams officer
The wrong task is given to candidates	*Ensure course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates. Awarding body*	Head of Department/ Head of Faculty

	guidance sought where this issue remains unresolved.	

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Supervision		
Planned assessments clash with other centre or candidate activities	*Assessment plan identified for the start of the course. Assessment dates/periods will be included in school calendar.*	Head of Department/ Head of Faculty/ Exams Officer
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	*Timetabling organised to allocate appropriate rooms and IT facilities. Staggered sessions arranged if ICT facilities insufficient for number of candidates.*	Head of Department/ Head of Faculty/ Exams officer
Insufficient supervision of candidates to enable work to be authenticated	*Confirm subject teachers are aware of and follow the current JCQ publication* Instructions for conducting non-examination assessments *and any other specific instructions detailed in the awarding body's specification.*	Head of Department/ Head of Faculty
A candidate is suspected of malpractice prior to submitting their work for assessment	*Instructions and processes in the current JCQ publication* Instructions for conducting non-examination assessments *(chapter 9 Malpractice) are followed. An internal investigation and, where appropriate, internal disciplinary procedures are followed.*	Head of Department/ Head of Faculty/ Exams Officer
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	*Relevant staff are signposted to the JCQ publication* **A guide to the special consideration process** *(chapter 2), to determine the process to be followed to apply for special consideration for the candidate*	Subject Teacher/ SENCO
Advice and feedback		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	*Records kept detailing the information and advice given to each group prior to starting on their work as appropriate to the subject and component.*	Head of Department/ Head of Faculty/ Subject teacher
Candidate claims appropriate advice and feedback was not given by subject teacher during the task-taking stage	*Department to agree on the common advice to be distributed to sets taking non-examination assessments. Records of materials used to be maintained.*	Head of Department/ Head of Faculty/ Subject teacher
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	*An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant. Where appropriate, a suspected malpractice report is submitted to the awarding body and internal disciplinary procedures followed.*	Exams Officer/ Vice Principal
Candidate does not reference information from published source	*Candidate is advised at a general level to reference information before work is submitted for formal assessment. Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked, where appropriate to*	Head of Department/ Head of Faculty/ Subject teacher

	the exam specification, to ensure continued completion	
Candidate does not set out references as required	*Candidates advised to review the setting out of references before work is submitted for formal assessment. Candidate is referred to the JCQ Information for candidates: non-examination assessments.*	Subject teacher
Candidate moves to another centre during the course	*Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place.*	Head of Department/ Head of Faculty/ Exams Officer
Resources		
A candidate augments notes and resources between formally supervised sessions	*Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions. Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions. Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions.* *Internal College sanctions may be applied, including the College reporting this as malpractice to the board.*	Subject teacher/ Head of Department/ Head of Faculty/ ICT Support/ Vice Principal
A candidate fails to acknowledge sources on work that is submitted for assessment	*Candidate's detailed record of their own research, planning, resources etc. is checked, where appropriate to the exam specification, to confirm all the sources used, including books, websites and audio/visual resources. Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately.*	Subject teacher/ Head of Department/ Head of Faculty
Word and time limits		
A candidate is penalised by the awarding body for exceeding word or time limits	*Confirm the specification is checked to determine if word or time limits are mandatory. Where limits are for guidance only, candidates are discouraged from exceeding them.*	Head of Department/ Head of Faculty/ Subject Teacher

Collaboration and group work		
Candidates have worked in groups where the awarding body states that this is not permitted	*Check the specification to determine if group work is permitted.*	Head of Department/ Head of Faculty Exams Officer
Authentication procedures		
A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment	*Staff have been made aware of the JCQ document Teachers sharing assessment material and candidates' work*	Head of Department/ Head of Faculty Exams Officer
Candidate does not sign their authentication statement/declaration	*Declaration is checked for signature before accepting the work of a candidate for formal assessment*	Subject teacher/ Exams Officer
Subject teacher not available to sign authentication forms	*Subject teachers to sign authentication forms at the point of marking candidates work*	Head of Department/ Head of Faculty
Presentation of work		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	*Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment*	Subject teacher/ Exams Officer
Keeping materials secure		
Candidates work between formal supervised sessions is not securely stored	*Records confirm subject teachers are aware of and follow current JCQ publication Instructions for conducting non-examination assessments.*	Head of Department/ Head of Faculty/ Exams Officer
Adequate secure storage not available to subject teacher	*Alternative secure storage sourced where required*	Head of Department/ Head of Faculty/ Exams Officer
Task marking – externally assessed		
A candidate is absent on the day of the examiner visit for an acceptable reason	*Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate* *If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate*	Head of Department/ Head of Faculty/ Exams Officer
A candidate is absent on the day of the examiner visit for an unacceptable reason	*The candidate is marked absent on the attendance register*	Head of Department/ Head of Faculty/ Exams Officer/ Vice Principal
Task marking – internally assessed		
A candidate is unable to finish their work for unforeseen reason	*Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for shortfall in work*	SENCO/ Exams Officer
The work of a candidate is lost or damaged	*Relevant staff are signposted to the JCQ publication A guide to the special*	Exams Officer/ Vice Principal

	consideration process (chapter 5), to determine eligibility and the process to be followed for lost/ damaged work	
Candidate malpractice is discovered	*Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed.* *Appropriate internal disciplinary procedures are also followed.*	Exams Officer/ Vice Principal
A teacher marks the work of their own child	*Generally such staffing to be avoided where possible. A conflict of interest is declared by informing the awarding body at the start of the course. Marked work of said child is submitted for moderation.*	Head of Department/ Head of Faculty/ Exams Officer
An extension to the deadline for submission of marks is required for a legitimate reason	*Awarding body is contacted to determine if an extension can be granted. Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for non-examination assessment extension.*	Head of Department/ Head of Faculty/ Exams Officer
A candidate is unable to appeal the marks awarded for their work by their teacher	*Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body for moderation. Candidates are made aware of the centre's **internal appeals policy** on the website and timescale for submitting an appeal prior to the submission of marks to the awarding body.*	Head of Department/ Head of Faculty/ Exams Officer/
Deadline for submitting work for formal assessment not met by candidate	*Confirm deadlines given and understood by candidates at the start of the course.* *Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met.*	Head of Department/ Head of Faculty/ Exams Officer/ Vice Principal/ Principal
Subject teacher long term absence during the marking period	*Alternative cover arrangements to be put in place within the department.*	Head of Department/ Head of Faculty/ Exams Officer/ Vice Principal
Other potential risks are also covered under the Exams Policy.		