



EXAMS – NON-EXAMINATION ASSESSMENT POLICY

Presented to:

**Governors: Curriculum and Standards
Committee 2 March 2021**

Date approved: ¹	2 March 2021
Date reviewed: ²	
Date of next review: ³	

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years



Exams – Non-Examination Assessment Policy

1.0 What does this policy affect?

- 1.1 This policy affects the delivery of subjects of reformed GCE and GCSE and other relevant qualifications which contain a component(s) of non-examination assessment.
- 1.2 “The regulator’s definition of an examination is very narrow. In effect, any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ 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 ‘NEA’.”
- 1.3 Definition taken directly from the JCQ publication “Instructions for conducting non-examination assessments”. This publication is further referred to in this policy.

2.0 Purpose of the policy

- 2.1 The purpose of this policy, as defined by JCQ, is to
- cover procedures for planning and managing non-examination assessments
 - define staff roles and responsibilities with respect to non-examination assessments
 - manage risks associated with non-examination assessments (see Appendix A)

3.0 What are non-examination assessments?

- 3.1 “Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:
- task setting;
 - task taking;
 - task marking.”

4.0 Procedures for planning and managing non-examination assessments identifying staff roles and responsibilities

4.1 Overview

4.1.1 The centre is Arthur Mellows Village College.

4.1.2 The Head of College is the Head of Centre.

4.1.3 HEAD OF CENTRE

- Returns a declaration (managed as part of the National Centre Number. Register annual update) to confirm awareness of, and that relevant centre staff are adhering to, the latest version of NEA
- Ensures that the centre’s *Non-examination Assessment Policy* is fit for purpose
- Ensures the centre’s *Internal Appeals Procedures* clearly details the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks.

4.1.4 SENIOR LEADERS

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

4.1.5 HEAD OF DEPARTMENT / FACULTY

- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria
- Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
- Ensures appropriate centre-devised templates are provided to capture/record relevant information is received and understood by candidates
- Where not provided by the awarding body, ensures a centre-devised template is provided for candidates to keep a detailed record of their own research, planning, resources etc.
- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process
- Ensures non-examination assessment and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments
- Works with the Quality Assurance Lead/Lead Internal Verifier to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers

4.1.6 SUBJECT TEACHER

- Understands and complies with the general instructions as detailed in non-examination assessment
- Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Marks internally assessed work to the criteria provided by the awarding body
- Ensures the Exams Officer is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries

4.1.7 EXAMS OFFICER

- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment
- Ensure the centre-wide calendar records assessment schedules by the start of the academic year

4.2 Task setting

4.2.1 SUBJECT TEACHER

- 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
- Makes candidates aware of the criteria used to assess their work

4.3 Issuing of tasks

4.3.1 SUBJECT TEACHER

- Determines when set tasks are issued by the awarding body
- Identifies date(s) when tasks should be taken by candidates
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times

4.4 . Task taking

4.4.1 SUPERVISION - SUBJECT TEACHER

- Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
- Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
- Ensures there is sufficient supervision to ensure the work a candidate submits is their own
- Where candidates may work in groups, keeps a record of each candidate's contribution
- Ensures candidates are aware of the JCQ documents "Information for candidates - non-examination assessments" and "Information for candidates - Social Media"
- Ensures candidates understand and comply with the regulations in relevant JCQ documents "Information for candidates"

4.4.2 ADVICE AND FEEDBACK – SUBJECT TEACHER

- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task
- Will not provide candidates with model answers or outlines/headings specific to the task
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates
- Allow candidates to revise and re-draft work after advice has been given at a general level
- Records any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner
- Ensures when work has been assessed, candidates are not allowed to revise it

4.4.3 RESOURCES - SUBJECT TEACHER

- Refers 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
- Ensures conditions for any formally supervised sessions are known and put in place
- Ensures conditions for any formally supervised sessions are understood and followed by candidates
- Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

4.4.4 WORD AND TIME LIMITS - SUBJECT TEACHER

- Refers to the awarding body's specification to determine where word and time limits apply/are mandatory

4.4.5 COLLABORATION AND GROUP WORK - SUBJECT TEACHER

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

4.4.6 AUTHENTICATION PROCEDURES - SUBJECT TEACHER

- 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
- 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
- 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 non-examination assessment and informs the Exams Officer
- Understands that if, during the external moderation process, it is found that work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero

4.4.7 PRESENTATION OF WORK - SUBJECT TEACHER

- Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution
- Instructs candidates to present work as detailed in non-examination assessment unless the awarding body's specification gives different subject-specific instructions
- Instructs 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

4.4.8 KEEPING MATERIALS SECURE - SUBJECT TEACHER

- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)
- When work is submitted by candidates for final assessment, ensures work is securely stored
- Follows secure storage instructions as defined in non-examination assessment
- Takes sensible precautions when work is taken home for marking
- 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
- If post-results services have not been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series
- If post-results services have been requested, returns internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed
- Reminds 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
- Liaises 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
- Understands that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely

4.4.9 KEEPING MATERIALS SECURE – IT MANAGER

- Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
- Restricts access to this material and utilises appropriate security safeguards
- Employs an effective back-up strategy so that an up to date archive of candidates' work is maintained

- Considers encrypting any sensitive digital media to ensure the security of the data stored within it and refer to rewarding body guidance to ensure that the method of encryption is suitable

4.5 Task marking – externally assessed components

4.5.1 CONDUCT OF EXTERNALLY ASSESSED WORK - SUBJECT TEACHER

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

5.0 REVIEW

5.1 The Local Governing Committee (or responsible committee) will review this policy in line with the procedure for policy review.

5.2 Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in Spring 2024