NON-EXAMINATION ASSESSMENT POLICY 

This policy relates reformed GCE and GCSE qualifications which contain one or more components of non-examination assessment (NEA).

What is non-examination assessment?

“The regulator’s definition of an examination is very narrow and 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’.”

[Definition taken directly from the JCQ publication Instructions for conducting non-examination assessments – page 3]

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 and task marking.

**Task setting** – teachers can choose from the range of tasks set by awarding bodies, some of which can be contextualised to suit local circumstances. Arrangements will differ by subject, with some subjects allowing centres to set tasks whilst other subjects will be required to use the task precisely as supplied by the awarding body. In a limited number of subjects, students will be able to select their own tasks.

**Task taking** – depending on the level of supervision defined within the subject specification, NEA may take place

• In a normal timetabled lesson or other defined session under formal supervised conditions, possibly with controlled access to resources;

• Outside the centre and involve research with limited supervision.  
Details on the level of supervision can be found within the relevant awarding body’s specification for each subject.

**Task marking**

• Externally assessed components may have a visiting examiner, or require candidates’ work to be dispatched to an examiner. Arrangements will be defined within the subject specification.

• Internally assessed components must be assessed against the marking criteria detailed in the relevant specification and associated subject-specific documents. Marks are moderated by the awarding bodies.

**Reviews of marking – internally assessed components**

Before the deadline for the submission of marks to the examination board, the school will:  
•Inform students of their centre assessed mark, making it clear that any centre assessed marks are subject to change through the moderation process;  
•Inform candidates of the opportunity and process for requesting a review of marking;  
•Provide the necessary resources/personnel to allow the review of marking to be carried out.

It is essential that NEA processes are managed correctly and all members of staff must be aware of their specific responsibilities.

**Responsibilities of HOC/EO (SLT)**

• The Senior Leadership Team is responsible for managing the whole school NEA schedule and the resources required to ensure the safe and secure conduct of NEA that complies with JCQ guidelines and awarding bodies’ subject-specific instructions.

• The Senior Leadership Team is responsible for managing any appeals against marks awarded for internally assessed tasks (refer to Internal Appeals Procedure Policy).

• It is the responsibility of each teacher to obtain the NEA task details from the examination board in sufficient time to prepare for the assessments. All such materials must be stored securely at all times.

• Teachers must ensure that the NEA task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body. Where appropriate, teachers are responsible for developing new tasks or for contextualising sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

• Teachers must identify the most appropriate time for the NEA to take place and ensure these are included in the NEA schedule published at the start of the academic year.

• SLT must plan how the assessment will take place, taking into account the accommodation and resources required.

• Teachers must liaise with the SENCO for any assistance required for the administration and management of access arrangements.

• SLT must ensure that arrangements are made for candidates’ work to be stored securely and that all members of staff understand the arrangements. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar cabinet. Where there is a practical need, secure storage may be defined as classrooms being locked from the end of one session to the start of the next.

• Where NEA units are internally assessed, SLT should ensure that all teachers have access to the published mark schemes and that the marking is moderated internally.

• SLT must liaise with the Examinations Officer to ensure that students are entered for the correct unit code. The teachers are responsible for submitting the final marks directly to the awarding body (via awarding body website), or for providing the Examinations Officer with the completed marksheets for submission to the awarding body by the published deadline. Teachers should keep a copy of the marks submitted and despatch candidates’ assessments for external moderation purposes, as directed.

• Teachers must ensure that candidates are informed of the marks that will be submitted to the awarding body. This must be done in sufficient time for any internal appeal to be concluded before the submission of centre marks to the awarding body.

• Teachers must ensure that those assessments and accompanying notes not required for moderation are stored securely until all possible post-results services have been exhausted. Unless stated otherwise, assessments may be returned to the candidate after the ‘deadline for enquiries about results for the relevant series has passed or once an enquiry about results and any subsequent appeal has been exhausted.

• SLT must liaise with teaching staff to accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up the missed assessment within a reasonable time period (this is only relevant for NEA that must be completed under formal supervision).

• SLT should ensure all staff rigorously enforce all deadlines on NEA tasks. Failure to adhere to a deadline should result in immediate departmental action. If the task has not been completed 5 days after the deadline the SLT should be informed. The SLT will contact parents and liaise with the Head of Department to ensure that the student completes the work in lunch-time and after school detentions.

**Responsibilities of all Teaching Staff**

Staff must ensure they are aware of the conditions and supervision arrangements for the NEA, as stipulated by the awarding body’s subject specific instructions and/or teachers’ notes. Further guidance is available in JCQ publication Instructions for non-examination assessments. All staff should be familiar with the JCQ Notice to Centres: Teachers sharing NEA material and candidates’ work.

Staff must ensure that:

* there is sufficient supervision to enable the work of a candidate to be authenticated;
* there is sufficient supervision to ensure the work a candidate submits is their own;
* where candidates work in groups, a record of each candidate’s contribution is kept.

Staff must ensure that candidates understand what they need to do to comply with the regulations for the NEA. In particular, candidates must: understand that information from published sources must be referenced; receive guidance on setting out references; aware that they must not plagiarise other material. Reference should be made to the JCQ document Information for Candidates.

• Staff must make candidates aware of the criteria that will be used to assess their work.

• Unless prohibited by the specification, staff must ensure that they provide advice and feedback at a general level and then allow candidates to revise and re-draft work. Staff must record any assistance given beyond general advice and take it into account in the marking (or submit the record to the external examiner).

• Staff must not provisionally assess work and then allow the candidate to revise it.

• Staff must ensure that all teacher materials related to the NEA are stored securely at all times.

• Where candidates are producing work over a period of time under formal supervision their work must be stored securely in the location(s) determined by the SLT. Once any work is handed in by the candidate for formal assessment it must be stored securely.

• Teachers must mark internally assessed components using the mark schemes provided by the awarding body, cooperate with the SLT regarding moderation of marking and keep a record of all marks awarded. Work must be dated by teachers to reflect the time at which it was marked. When work is marked, it must be annotated to show clearly how credit has been awarded, in line with awarding bodies’ subject-specific instructions.

• As far as is reasonably practicable, teachers should check students’ work for plagiarism.

• Teachers are responsible for informing their SLT if suspected malpractice occurs.

• Supervising teachers are responsible for ensuring that they and the students sign the authentication forms on completion of an assessment. Supervising teachers must also ensure students insert all necessary details (e.g. name, centre number, candidate number and component code) on to each page of their work.

• It is the responsibility of all staff to promote time management strategies for all students, particularly during the preparation or completion of NEA. All staff should stress to students that NEA in their subject should not be completed at the expense of work in other subjects.

• All staff must rigorously enforce all deadlines on NEA tasks. Any student failing to adhere to a deadline should be reported immediately to the Head of Department.

**Responsibilities of the Examinations Officer**

• The Examinations Officer will enter students for all appropriate examination units, including NEA units, and when relevant ‘cash-in’ codes, before the deadline for final entries.

• Where confidential materials are directly received by the Examinations Officer, she will be responsible for receipt, safe storage and safe transmission of the materials.

• Where marks are submitted electronically by the SLT, a print out of the marks submitted must be given to the Examination Officer. The Examinations Officer will collect and send marksheets to awarding bodies before the published deadline.

• The Examinations Officer will liaise with the SENCO to ensure access arrangements for relevant students have been applied for prior to the examination or assessment.

**Responsibilities of the Special Educational Needs Coordinator (SENCO)**

• The SENCO must liaise with the Examinations Officer to ensure access arrangements for relevant students have been applied for prior to the examination or assessment.

• The SENCO must work with Heads of Department and Subject Teachers to ensure requirements for the special arrangements are met.

**Management of issues and potential risks associated with non-examination assessments**

•The ‘Risk Management Process - Exams and Assessments’ document details possible issues and risks associated with non-examination assessments.

**Spoken Language Endorsement for GCSE English Language specifications designed for use in England**

For first teaching in September 2015, GCSE English Language will have an endorsed component covering Spoken Language. The below outlines the responsibilities in relation to this endorsement.

Head of Centre

•Provides 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.

Quality assurance (QA) lead/Lead internal verifier

•Ensures the appropriate arrangements are in place for internal standardisation of assessments

HoC

• Confirms understanding of the Spoken Language Endorsement for GCSE English Language specifications designed for use in England.

• Ensures the required task setting and task taking instructions are followed by subject teachers.

• Ensures subject teachers assess candidates, either live or from recordings, using the common

assessment criteria.

• Ensures for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided.

Subject teacher

• Ensures all the requirements in relation to the endorsement are known and understood.

• Follows the required task setting and task taking instructions.

• Assesses candidates, either live or from recordings, using the common assessment criteria.

• Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes.

• Follows the awarding body’s instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings

Examination Officer

•Follows the awarding body’s instructions for the submission of grades and the storage and submission of recordings

This policy agreed 9th June 2020

Chair of Governors Kirstie Berry

Head of Centre Sally Alexander

To be reviewed 9th June 2021