



Finding Pathways to Learning & Living

Procedures for planning and managing non-examination assessments policy

Centre Number: 28304

This procedure is reviewed annually to ensure compliance with current policies and regulations

Date Created: February 2019	Review Period: Annually
Reviewed: March 2019	Next Review Due: January 2020

Key staff involved in the Internal Assessment Appeals Procedures

Role	Name(s)
Head of centre	Cathy Clay
SLT members	Shirley Burman
Exams officer	Lesley Turner

Non-Exam Assessment Policy

The Management of Non Examination Assessment Policy.

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

Head of Centre

- Ensures that the Centre's non-examination assessment policy (NEA) is fit for purpose.
- Ensures the Centre's internal appeals procedures clearly detail the procedure to be followed by candidates (of their parent/carer) appealing against internally assess marks.

SLT/Examinations Officer

- Ensure the correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions.
- Ensure the Centre calendar records assessment schedules by the start of the academic year. At the start of the academic year, begin coordinating with heads of
- department/subject to schedule controlled assessments; issues arising from the need for particular facilities (rooms, IT resources, time out of school etc);
- Ensure all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy /procedure for controlled assessments.
- Carries out tasks where these may be applicable to the role in supporting the administration/management of NEA's

Faculty Head

- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to NEA's
- Ensure 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.
- Ensure appropriate Centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
- Ensure the Exams Officer is provided with relevant subject information, meeting the internal entry deadline.

Subject Teacher

- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for Conducting Non Examination Assessments.
- Understand and comply 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.

Task Setting

Faculty Head/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
- 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
- Checks the awarding body's subject-specific requirements ensuring candidates complete 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

Advice and Feedback

Faculty Head/Subject Teacher

- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a 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

Resources

Faculty Head/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

Word and Time Limits

Faculty Head/Subject Teacher

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

Collaboration and Group Work

Faculty Head/Subject Teacher

- Unless stated otherwise in the awarding body's specification, and where appropriate, allow 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

Authentication procedures

Faculty Head/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 and 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 NEA and informs the exams office

Presentation of work

Faculty Head/Subject Teacher

- Instructs candidates to present work as detailed in NEA 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

Security of Materials

Faculty Head/Subject Teacher

- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions
- When work is submitted by candidates for final assessment, ensures work is securely stored
- Follows secure storage instructions as defined in 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 received by the Centre
- 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

IT Manager

- 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

Examinations Officer

- Arranges timetabling, rooming and invigilation 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

Submission of Work

Examinations Officer

- Provides the attendance register to a Visiting Examiner
- Provides the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner
- Ensures 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 dispatched to an awarding body's examiner, ensures the completed attendance register accompanies the work
- Keeps a copy of the attendance register until after the deadline for enquiries about results for the exam series
- Packages the work as required by the awarding body and attaches the examiner address label
- Dispatches the work to the awarding body's instructions by the required deadline

Task Marking – internally assessed components

Marking and Annotation

Faculty Head/Subject Teacher

- Marks candidates' work in accordance with the marking criteria provided by the awarding body
- 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 which could be subject to change by the awarding body moderation process
- Ensures 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

Internal Standardisation

Faculty Head/Subject Teacher

- Ensures that internal standardisation of marks across assessors and teaching groups takes place as required
- Indicates on work (or cover sheet) the date of marking
- Marks to common standards

Submission of Marks and Work for Moderation

Faculty Head/Subject Teacher

- Provides marks to the Exams Officer to the internal deadline
- Provides the moderation sample to the Exams Officer to the internal deadline
- 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

Storage and Retention of Work after Submission of Marks

Faculty Head/Subject Teacher

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

Examinations Officer

- Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series
- Copies and forwards moderator reports to relevant staff
- Takes remedial action, if necessary, where feedback may relate to Centre administration

Access Arrangements

Examinations Officer/SENCO

- Works with the SENCO to ensure any access arrangements for eligible candidates are applied to assessments
- 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 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

Special Consideration

Examinations Officer

- Understands 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
- Where a candidate is eligible, submits 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, submits the required form to the awarding body to the prescribed timescale
- 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

Faculty Head/Subject Teacher/Examinations Officer

- Is aware of the JCQ Notice to Centres – Teachers sharing assessment material and candidates' work
- Ensures candidates understand the JCQ document Information for candidates – nonexamination assessments
- Ensures candidates understand the JCQ document Information for candidates – Social Media
- Where required, supports the Head of Centre in investigating and reporting incidents of suspected malpractice

Enquiries about Results

Head of Centre

- Ensures the Centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parent/carer) appealing against their NEA marks or their final result

Faculty Head

- Provides relevant support to subject teachers making decisions about enquiries about results
- Provides 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
- Supports the exams office in collecting candidate consent where required

Examinations Officer

- Provides advice and guidance to candidates on their results and the post-results services available
- Is aware 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

- 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

Spoken Language Endorsement for GCSE English Language specifications

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

Faculty Head

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

Examinations Officer

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings