



Trust Non-Exam Assessment Policy

Version 1

This policy applies only to Post-16 New Collaborative Learning Trust institutions.



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1.0 The Purpose of the policy

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment. The JCQ publication is further referred to in this policy as NEA.

“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 – Foreword, page 3*]

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.*

“Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

Three assessment stages and rules apply to each stage. These rules often vary across subjects. The stages are:

- *task setting;*
- *task taking;*
- *task marking.”*

[NEA – *The basic principles, page 4*]

2.0 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* is fit for purpose;
- 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*;
- Ensures 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;

3.0 Practical Skills Endorsement for the A Level Sciences/Spoken Language Endorsement for GCSE English Language specifications designed for use in England

- 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 prescribed practical activities/spoken language endorsement.

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

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

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

- Confirms understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England*;
- Ensures a response is provided to JCQ indicating which awarding body the centre intends to use for its entries in A level Biology, Chemistry and Physics in the Autumn Term;
- Undertakes training provided by the awarding body on the implementation of the practical endorsement;
- Disseminates information to subject teachers ensuring the standards can be applied appropriately;
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit.
- Follows the awarding body's instructions for the submission of candidates *Pass or Not Classified* assessment;

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

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

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

- Ensures all the requirements in relation to the endorsement are known and understood;
- Ensures the required arrangements for practical activities are in place;
- Provides all the required centre records;
- Ensures candidates provide the required records;
- Provides any required information to the Head of School regarding the monitoring visit;
- Assesses candidates using Common Practical Assessment Criteria (CPAC);
- Liaise with SSSC to apply for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment;
- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome.

8.0 College Senior Leader Roles and Responsibilities (Exams Lead)

- Accountable for the safe and secure conduct of non-examination assessments;
- Establishes roles/responsibilities relating to non-examination assessments and provides appropriate support and training;
- 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;
- Ensure the correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions;
- Ensures Heads of School have appropriate procedures in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria;
- Updates the Internal Appeals Policy for non-examination assessments with the Examinations Manager.

9.0 Heads of School Roles and Responsibilities

- Ensures the Examinations Manager 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;
- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process and provide training if necessary;
- Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments;
- 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.;
- Liaises with AV Technician to determine assistance required for any Audio/Visual Recordings.
- Liaises with the IT Manager to ensure any Audio/Visual Recordings are stored electronically in a secure area on the Centre's network and transferred to CD/DVD/USB Stick in the format stipulated by the exam board prior to being submitted to the moderator/examiner.
- Works with the AP Q&P to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers;
- To liaise fully with the SENCo and subject teachers when planning for non-examination assessments to ensure that the needs (e.g. extra time, reader, scribe, etc.) of individual students are met;
- 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;
- Confirms when set tasks will be issued by the awarding body;
- Sets date(s) when tasks should be taken by candidates and communicates this to relevant staff members;

- Checks the awarding body's subject-specific requirements and relays this to subject teachers to ensure candidates take tasks under the required conditions and supervision arrangements;
- Refers to the awarding body's specification and/or associated documentation (including video/voice recording of candidate's practical work) to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks and this information is passed onto the relevant staff members;
- Liaises with the Examinations Manager 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;
- Provides the attendance register to a Visiting Examiner;
- Ensures that the externally assessed component is conducted within the window specified by the awarding body;
- Ensures the subject teachers conduct the externally assessed component according to the JCQ publication *Instructions for conducting examinations*;
- Provides the moderation sample (keeping a record of the work submitted) to the Examinations Manager 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;
- 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 has passed;
- In the rare occurrence, when non-examination assessment cannot be conducted in the classroom, request the Examinations Manager to arrange suitable accommodation;
- Requests the Examinations Manager to arrange external invigilation if necessary;
- Ensures a consortium co-ordinator is nominated (where this may be required as the consortium lead);
- Liaises with the Examinations Manager to ensure form JCQ/CCA is submitted to the awarding body for each exam series affected;
- Where relevant (as the consortium lead), retains all candidates' work in the consortium until after the deadline for enquiries about results for the exam series;
- Ensures procedures for internal standardisation as a consortium are followed;
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series;
- Provides relevant support to subject teachers making decisions about enquiries about results;
- Provides the Examinations Manager 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 Examinations Manager in collecting candidate consent where required;
- To inform students (via subject teachers) to collect non-examination assessments by a specific date or it will be destroyed where allowed by the awarding body regulations.

10.0 Subject Teacher Roles and Responsibilities

- Understands and complies with the general instructions as detailed in NEA;
- 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;
- Communicates date(s) when tasks will be taken to all candidates;
- Marks candidates' work in accordance with the marking criteria provided by the awarding body;
- Makes candidates aware of the criteria used to assess their work;
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times;
- Ensures requirements for legacy specification tasks and new specification tasks are distinguished between;
- Ensures candidates take tasks under the required conditions and supervision arrangements as outlined by the awarding body;
- 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*;
- 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;
- 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.;
- Refers to the awarding body's specification to determine where word and time limits apply/are mandatory;

- 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;
- Where required by the awarding body's specification:
 - ensures candidates sign/date a declaration confirming the work they submit for final assessment is their own unaided work
 - signs/dates 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 inform Head of School and the Examinations Manager;
- 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;
- 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 NEA 4.8;
- 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;
- 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;
- 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 and return to the Examinations Manager following completion of assessment;
- 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;
- Indicates on work (or cover sheet) the date of marking;
- Marks to common standards;
- Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks awarded and provides marks to the Examinations Manager to the internal deadline;
- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors;
- 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 (for example, photos of artefacts etc.);
- Works with the SSSC to ensure any access arrangements for eligible candidates are applied to assessments. Ensures required evidence is forwarded to the SSSC;
- Liaises with the Examinations Manager when special consideration may need to be applied for a candidate taking assessments;
- 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
- Is aware of the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work*;
- Ensures candidates understand the JCQ documents *Information for candidates - non-examination assessments* and *Information for candidates - Social Media*;
- Provides advice and guidance to candidates on their results and the post-results services available.

11.0 Examinations Manager Roles and Responsibilities

- Enter candidates for individual units before the deadline for final entries;
- Ensures copies of all relevant JCQ notices for candidates are made available to all candidates via email and/or Moodle at the start of the academic year;
- Confirms with Heads of School that appropriate awarding body forms and templates for non-examination assessments are used by teachers and candidates;
- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment;
- Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification;

- Provides the attendance register to the Head of School where the component may be assessed by a Visiting Examiner;
- Where candidates' work must be despatched 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;
- Despatches the requested samples of candidates work to the awarding body moderator by the external deadline;
- Arranges completion of form JCQ/CCA *Centre consortium arrangements for centre - assessed work*;
- Submits form JCQ/CCA to the deadline for each exam series affected;
- Ensures the marks are submitted to the awarding body's deadline;
- Where relevant, liaises with other consortium Examinations Managers to arrange despatch of a single moderation sample to the awarding body deadline;
- Confirms with subject teachers that marks have been submitted to the awarding body deadline;
- Ensures 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, 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;
- Ensures any sample returned after moderation is logged and returned to the Head of School for secure storage and required retention;
- Accesses or signposts moderator reports to relevant staff;
- Takes remedial action, if necessary, where feedback may relate to centre administration;
- Refers to/directs relevant staff to the JCQ publication *A guide to the special consideration process*;
- 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;
- Signposts the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* to the Head of Centre;
- Signposts the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work* to Heads of School;
- Signposts candidates to the relevant JCQ information for candidates documents;
- Where required, supports the Head of Centre in investigating and reporting incidents of suspected malpractice;

- 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*;
- Provides/signposts relevant centre staff and candidates to 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;

12.0 IT Manager Roles and Responsibilities

- Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically;
- Will ensure that timed secure accounts are available for non-examination assessments using IT facilities;
- Ensures that steps are taken to protect electronically stored work from corruption and have a backup procedure in place;
- To provide technical support as and when required.
- Ensures any Audio/Visual Recordings are stored electronically in a secure area on the Centre's network and transferred to CD/DVD/USB Stick in the format requested by the Head of School.

13.0 SENCo Roles and Responsibilities

- 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 and other relevant staff 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;
- Applies for an exemption for a practical endorsement where a candidate cannot access it due to a substantial impairment;
- Ensures that staff acting as an access arrangement facilitator are fully trained in their role.

Policy Status

Policy Lead (Title)	Trust Exams Manager	Review Period	Annually (in line with Exams policy)
Reviewed By	Trust Executive Team	Equality Impact Assessment Completed (Y/N)	N

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	Plan for Communicating Amendments
Version 1	Awaiting final approval at 21 st June TET policies meeting		Carried over from previous policy with new format	NCLT College Staff, Students and Parents	NCLT website and moodle.