



Non-Examination Assessment Policy

Introduction

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 (NEA, section 1).

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'. (NEA, Foreword). This policy covers all types of non-examination assessment. (NEA, section 1)

Purpose of the policy

The purpose of this policy is to confirm that Ludlow CE School adheres to JCQ regulations relating to non-examination assessments by:

- covering procedures for planning and managing non-examination assessments
- defining staff roles and responsibilities with respect to non-examination assessments
- managing risks associated with non-examination assessments.

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

The basic principles

The Head of Centre will:

- Return 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 *Instructions for conducting non-examination assessments*, confirming 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 (GCSE English Language) Spoken Language endorsement.
- Ensure the Centre's Non-Examination Assessment Policy is fit for purpose and covers all types of non-examination assessment.

- Ensure the Centre's Internal Appeals Procedure clearly details the process to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the Centre's marking. See Appeals Policy.

Exams Officer will:

- Signpost the annually updated JCQ publication *Instructions for conducting non-examination assessments* to relevant Centre staff.
- Carry out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment.

Senior Leaders will:

- Ensure the correct conduct of non-examination assessments (including endorsements) which comply with the JCQ publication *Instructions for conducting non-examination assessments* and awarding body subject-specific instructions.
- Ensure the Centre-wide calendar records assessment schedules by the start of the academic year.

Quality Assurance Lead/Lead Internal Verifier will:

- Confirm with Subject Leads that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates.
- Ensure appropriate procedures are in place to internally standardise/verify the marks awarded by Subject Teachers in line with awarding body criteria.
- Ensure appropriate templates are provided to capture/record relevant information given to candidates by Subject Teachers.
- Ensure appropriate 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.

Subject Lead will:

- Ensure Subject Teachers understand their role and responsibilities within the non-examination assessment process.
- Ensure the JCQ publication *Instructions for conducting non-examination assessments* and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements).
- Work with the QA lead/Lead internal verifier to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by Subject Teachers.

Subject Teachers will:

- Understand and comply with the general instructions as detailed in the JCQ publication *Instructions for conducting non-examination assessments (NEA)*.
- Where these may also be provided by the awarding body, understand and comply 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.
- Mark internally assessed work to the criteria provided by the awarding body.

- Ensure 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 for the qualification or is made as a separate unit entry code) to the internal deadline for entries.

Task Setting

Subject Teachers will:

- Determine when set tasks are issued by the awarding body.
- Identify date(s) when tasks should be taken by candidates.
- Select tasks to be undertaken where a number of comparable tasks are provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification.
- Access set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times.
- Make candidates aware of the criteria used to assess their work.

Task Taking

Supervision

Subject Teachers will:

- Check the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements.
- Ensure 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.
- Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own.
- Where candidates may work in groups, keep a record of each candidate's contribution.
- Ensure candidates are aware of the current JCQ documents *Information for candidates - non-examination assessments* and *Information for candidates - Social Media*.
- Ensure candidates understand and comply with the regulations in relevant JCQ documents.

Advice and Feedback

Subject Teachers will:

- As relevant to the subject/component, advise candidates on relevant aspects before candidates begin working on a task.
- Not provide candidates with model answers or outlines/headings specific to the task
- When reviewing candidates' work, unless prohibited by the specification, provide 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.
- Record any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner.
- Ensure when work has been assessed, candidates are not allowed to revise it.

Resources

Subject Teachers will:

- Refer 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.
- Ensure conditions for any formally supervised sessions are known and put in place.
- Ensure appropriate arrangements are in place to keep the work to be assessed, and any preparatory work, secure between any formally supervised sessions, including work that is stored electronically.
- Ensure conditions for any formally supervised sessions are understood and followed by candidates.
- Ensure candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions.
- Ensure that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

Word and Time Limits

Subject Teachers will:

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

Collaboration and Group Work

Subject Teachers will:

- Unless stated otherwise in the awarding body's specification, and where appropriate, allow candidates to collaborate when carrying out research and preparatory work.
- Ensure that it is possible to attribute assessable outcomes to individual candidates.
- Ensure 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

Subject Teachers will:

- Where required by the awarding body's specification:
 - ensure candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
 - sign the teacher declaration of authentication confirming the requirements have been met.
- Keep signed candidate declarations on file until the deadline for requesting reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Provide 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, follow the authentication procedures and malpractice information in *NEA* and inform a member of the Senior Leadership Team.
- Understand that if, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the Centre to zero.

Presentation of Work

Subject Teachers will:

- Obtain 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.
- Instruct candidates to present work as detailed in *NEA* unless the awarding body's specification gives different subject-specific instructions.
- Instruct 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.

Keeping Material Secure

Subject Teachers will:

- When work is being undertaken by candidates under formal supervision, ensure work is securely stored between sessions (if more than one session).
- When work is submitted by candidates for final assessment, ensure work is securely stored.
- Follow secure storage instructions as defined in NEA 4.8.
- Take sensible precautions when work is taken home for marking.
- Store internally assessed work, including the sample returned after awarding body moderation, securely until all possible post-results services have been exhausted.
- If post-results services have not been requested, return 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, return internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed.
- Remind 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 (Reminds candidates of the contents of the JCQ document *Information for candidates – Social Media*).
- Where work is stored electronically, liaise with the IT Manager to ensure the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access to it between sessions.

IT Support will:

- Ensure appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.
- Restrict access to this material and utilises appropriate security safeguards such as firewall protection and virus scanning software.
- Employ an effective back-up strategy so that an up to date archive of candidates' evidence is maintained.
- Consider encrypting any sensitive digital media to ensure the security of the data stored within it and refers to awarding body guidance to ensure that the method of encryption is suitable.

Task Marking-Externally Assessed Components

Conduct of externally assessed work

Subject Teachers will:

- Liaise with the Exams Officer regarding the arrangements for any externally assessed components of a specification which must be conducted within a window of dates specified by the awarding body and according to *JCQ Instructions for conducting examinations*.
- Liaise with the Visiting Examiner where this may be applicable to any externally assessed component.

Exams Officer will:

- Arrange timetabling, rooming and invigilation where and if this is applicable to any externally assessed non-examination component of a specification.
- Conduct the externally assessed component within the window specified by the awarding body and according to *JCQ Instructions for conducting examinations*.

Submission of work

Subject Teachers will:

- Pay close attention to the completion of the attendance register and provide this to a Visiting Examiner.

Exams Officer will:

- Provide the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner.
- Ensure 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 despatched to an awarding body's examiner, ensure the completed attendance register accompanies the work.
- Keep a copy of the attendance register until after the deadline for reviews of results for the exam series.
- Package the work as required by the awarding body and attaches the examiner address label.
- Ensure that the package in which the work is despatched is robust and securely fastened.
- Despatch the work to the awarding body's instructions by the required deadline.

Task Marking-Internally Assessed Components

Marking and Annotation

Head of Centre will:

- Make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate.
- Ensure where a teacher teaches his/her own child, a conflict of interest is declared to the awarding body and the marked work of the child submitted for moderation, whether it is part of the moderation sample or not.

Subject Leads will:

- Set timescales for teachers to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline.

Subject Teachers will:

- Attend awarding body training as required to ensure familiarity with the mark scheme/marketing process.

- Mark candidates' work in accordance with the marking criteria provided by the awarding body.
- Annotate 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.
- Inform candidates of their marks which could be subject to change by the awarding body moderation process.
- Ensure candidates are informed to the timescale set by the subject lead or as indicated in the Centre's internal appeals procedure to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body.

Internal Standardisation

Lead Internal Verifier/ Quality Assurance Lead will:

- Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence.
- Supports staff not familiar with the mark scheme (e.g. NQTs, supply staff etc.).
- Ensures accurate internal standardisation - for example by:
 - obtaining reference materials at an early stage in the course
 - holding a preliminary trial marking session prior to marking
 - carrying out further trial marking at appropriate points during the marking period
 - after most marking has been completed, holds a further meeting to make final adjustments
 - making final adjustments to marks prior to submission retaining work and evidence of standardisation.
- Retains evidence that internal standardisation has been carried out.

Subject Teachers will:

- Indicate on work (or cover sheet) the date of marking.
- Mark to common standards.
- Keep candidates work secure until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Submission of marks and work for moderation

Subject Teachers will:

- Input and submit marks online, via the awarding body secure extranet site, keeping a record of the marks awarded, to the external deadline or provide marks to the Exams Officer by the internal deadline.
- Where responsible for marks input, ensure checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors.
- Submit the requested samples of candidates' work to the awarding body moderator by the external deadline, keeping a record of the work submitted or provide the moderation sample to the Exams Officer by the internal deadline.
- Ensure that where a candidate's work has been facilitated by a scribe or practical assistant, the relevant completed cover sheet is securely attached to the front of the work and sent to the moderator in addition to the sample requested.

- Ensure 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.
- Submit any supporting documentation required by the awarding body or provide the Exams Officer with any supporting documentation required by the awarding body.

Exams Officer will:

- Input and submit marks online, via the awarding body secure extranet site, keeping a record of the marks submitted, to the external deadline or confirm with subject teachers that marks have been submitted to the awarding body deadline.
- Where responsible for marks input, ensure checks are made that marks for any additional candidates are submitted and ensure mark input is checked before submission to avoid transcription error.
- Submit the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted or confirm with subject teacher that the moderation sample has been submitted by the awarding body deadline.
- Ensure that for postal moderation:
 - work is dispatched in packaging provided by the awarding body
 - moderator labels 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, ensure 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.
- Through the Subject Teacher, submit any supporting documentation required by the awarding body.

Storage and retention of work after submission of marks

Subject Teachers will:

- Keep a record of names and candidate numbers for candidates whose work was included in the moderation sample.
- Retain all marked candidates' work (including any sample returned after moderation) under secure conditions for the required retention period.
- In liaison with IT, take steps to protect any work stored electronically from corruption and has a back-up procedure in place.
- If retention is a problem because of the nature of the work, retain some form of evidence such as photos, audio or media recordings.

Exams Officer will:

- Ensure any sample returned after moderation is returned to the Subject Teacher for secure storage and required retention.

External moderation

Subject Teachers will:

- Ensure that awarding body or its moderator receive the correct samples of candidates' work.
- Where relevant, liaise with the awarding body/moderator where the moderator visits the Centre to mark the sample of work.

- Comply with any request from the moderator for remaining work or further evidence of the Centre's marking.
- Check the final moderated marks when issued to the Centre when the results are published.
- Check moderator reports and ensure that any remedial action, if necessary, is undertaken before the next exam series.

Exams Officer will:

- Access or signpost moderator reports to relevant staff.
- Takes remedial action, if necessary, where feedback may relate to Centre administration.

Access Arrangements and reasonable adjustments

Subject Teachers will:

- Work with the Access Arrangements Assessor/SENCo to ensure any access arrangements for eligible candidates are applied to assessments.

SENCo/Additional Learning Support Lead/ Access Arrangements Assessor will:

- Follow the regulations and guidance in the JCQ *publication Access Arrangements and Reasonable Adjustments* in relation to non-examination assessments.
- Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place.
- Make subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments.
- Work with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met.

Exams Officer will:

- Ensure that staff acting as an access arrangement facilitator are fully trained in their role.

Special Consideration and loss of work

Subject Teachers will:

- Understand that a candidate may be eligible for special consideration in assessments in certain situations where a candidate is absent and/or produces a reduced quantity of work.
- Liaise with the Exams Officer when special consideration may need to be applied for a candidate taking assessment.
- Liaise with the Exams Officer to report loss of work to the awarding body.

Exams Officer will:

- Refer to or 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.

- Refer to or directs relevant staff where applicable to Form 15 - JCQ/LCW (lost work) and where applicable submits to the relevant awarding body.

Malpractice

Head of Centre will:

- Understand the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates or Centre staff.
- Ensure any irregularity identified by the centre before the candidate has signed the authentication statement (where required) are dealt with under its own internal procedures, with no requirement to report the irregularity to the awarding body (The only exception being where the awarding body's confidential assessment materials has been breached, the breach must be report to the awarding body.
- Is familiar with the JCQ publication *Suspected Malpractice: Policies and Procedures*.
- Ensure that those members of teaching staff involved in the direct supervision of candidates producing non-examination assessment are aware of the potential for malpractice and ensure that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

Subject Teachers will:

- Be aware of the JCQ *Notice to Centre - Sharing NEA material and candidates' work* to mitigate against candidate and centre malpractice.
- Ensure candidates understand what constitutes malpractice in non-examination assessments.
- Ensure candidates understand the JCQ document *Information for candidates - non-examination assessments*.
- Ensure candidates understand the JCQ document *Information for candidates - Social Media*.
- Escalate and report any alleged, suspected or actual incidents of malpractice involving candidates to the Head of Centre.

Exams Officer will:

- Signpost the JCQ publication *Suspected Malpractice: Policies and Procedures* to the Head of Centre.
- Signpost the *JCQ Notice to Centres - Sharing NEA material and candidates' work* to Subject Leads.
- Signpost candidates to the relevant JCQ *Information for candidates* documents.

Post Results Services

Head of Centre will:

- Is familiar with the JCQ publication *Post-Results Services*.
- Ensure the Centre's Internal Appeals Procedure clearly details the process to be followed by candidates (or their parents/carers) appealing against a Centre decision not to support a review of results or an appeal.
- Provide advice and guidance to candidates on their results and the post-results services available.

Subject Leads will:

- Provide relevant support to subject teachers making decisions about reviews of results.

Subject Teachers will:

- Provide the Exams Officer with the original sample or relevant sample of candidates' work that may be required for a review of moderation by the internal deadline.

Exams Officer will:

- Be 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 to centres.)*
- Provide/signpost relevant centre staff and candidates to post-results services information.
- Ensure any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site by the deadline.

Endorsements

Spoken Language Endorsement for GCSE English Language specifications

Quality Assurance Lead/Lead Internal Verifier will:

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

Subject Leads will:

- Confirm understanding of the *Spoken Language Endorsement for GCSE English Language* specifications and ensures any relevant JCQ/awarding body instructions are followed.
- Ensure the required task setting and task taking instructions are followed by subject teachers.
- Ensure Subject Teachers assess candidates, either live or from recordings, using the common assessment criteria.
- Ensure for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided.

Subject Teachers:

- Ensure all the requirements in relation to the endorsement are known and understood.
- Follow the required task setting and task taking instructions.
- Assess candidates, either live or from recordings, using the common assessment criteria.
- Provide audio-visual recordings of the presentations of a sample of candidates for monitoring purposes.
- Follow the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings.

Exams Officer will:

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

This process is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Mrs N Sampson Mrs P Hearle	
Date of next review	15/11/2023

