NON-EXAMINATION ASSESSMENT POLICY

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

What is non-examination assessment?

"*The regulators' definition of an examination is very narrow. In effect, any type of assessment that is not:*

- *set by an awarding body;*
- *designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body; and*
- *taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment)*

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 also classified as 'NEA'."

[Definition taken directly from the JCQ[CIC] publication Instructions for conducting non-examination assessments – p (ii)]

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 despatched 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.

- Artificial Intelligence must NOT be used to mark any candidate's work as in line with our school Teaching and Learning policy

Task storage
Any NEA saved for submission to exam boards MUST be backed up off-site in case of a Cyber Attack or accidental deletion of final NEA files. Our procedure at Parmiter's to ensure we remain within the guidance is as follows:

- All NEA should be saved on the Network on a department's shared drive folder
- All NEA should be backed up to a Shared Staff Google Drive
- All NEA should be saved on a USB or an External Hard Drive that should be taken home by a teacher to keep it secure

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.

There are a number of other documents that provide advice and guidance:
- JCQ[CIC] *Instructions for conducting non-examination assessments* *
- JCQ[CIC] Notice to Centres *Teachers sharing non-examination assessment material and candidates' work* *
- JCQ[CIC] Notice to Centres *Informing candidates of their centre assessed marks* *
- JCQ[CIC] *Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications* *
- JCQ[CIC] Guidance for Teachers /Assessors: *Plagiarism in Assessments* *
- JCQ[CIC] *Reasonable Adjustments GCE A Level Science* *
- JCQ[CIC] *Information for candidates: non-examination assessment* *#
- JCQ[CIC] *Information for candidates – social media*#*
- Subject specific documentation published by the awarding bodies
- Parmiter's NEA calendar #* *(this document is published at the end of September once Heads of Department have finalised deadlines)*

The * symbol indicates those documents available on the Google Drive in All Staff > Exams & NEA. All Heads of Department are directed to them at the start of the academic year. The # symbol indicates those documents available on the school website.

Responsibilities of Senior Leadership Team

- 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[CIC] guidelines and awarding bodies' subject-specific instructions.

- Mr Baker will liaise with Heads of Department as soon as the requirements for NEA are confirmed to confirm the NEA schedule and deadlines and resolve clashes or problems over proposed timings or the need for particular facilities. Where necessary, the Network Resources team will support the process by coordinating the use of ICT facilities.

- Mr Baker will ensure that all staff have access to the NEA schedule and that appropriate dates and deadlines are communicated to parents/carers.

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

- For the relevant year groups, a member of the Senior Leadership Team will lead an assembly outlining the candidates' responsibilities with regard to NEA, including the need to keep their own work secure at all times. Reference will be made to the JCQ[CIC] *Information for candidates* documents.

Responsibilities of Heads of Department / Faculty

- It is the responsibility of each Head of Department 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.

- Heads of Department 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, Heads of Department 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.

- Heads of Department must identify the most appropriate time for the NEA to take place and ensure these are included in the NEA published NEA schedule. The Head of Department must inform Mr Baker if there are any changes to these published dates.

- Heads of Department must plan how the assessment will take place, taking into account the accommodation and resources required. If NEA is to take place outside of normal timetabled lessons and normal departmental teaching rooms, the Head of Department must liaise with the Deputy Headteacher - Academic

- Heads of Department must ensure that all staff are provided with the details of the NEA task in sufficient time to prepare for the assessment. They must ensure that all staff are familiar with any relevant teachers' notes or any other subject specific instructions relevant to the task, for example, what notes students are permitted to take into the sessions or the level of guidance staff can provide to students.

- Heads of Department must liaise with the SENCO for any assistance required for the administration and management of access arrangements.

- Heads of Department must ensure that all staff are aware of the required conditions and supervision arrangements for the task, as specified in the examination board's subject specific guidance.

- Heads of Department must liaise with the Network Resource team if separate user accounts are required for ICT based tasks. It is the Head of Department's responsibility to provide Network Resources with full written details of what level of access is appropriate for these user accounts.

- Heads of Department must ensure that arrangements are made for candidates' work to be stored securely and that all members of staff understand the arrangements. For written and/or practical work, 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.

  If work must be produced in formally supervised sessions, then additional precautions need to be taken if candidates are producing work digitally. In this situation, candidates must use specifically designated NEA user accounts and access must be restricted between sessions. Once digital content is submitted for assessment, this must be saved so that it can only be accessed by member(s) of staff directly involved in the delivery of the NEA. This must be on the school network so that the necessary security and firewall safeguards are in place. Candidates and staff are discouraged from using memory sticks for secure storage; if this is necessary then they must be stored securely as described in the previous paragraph.

- Where NEA units are internally assessed, Heads of Department should ensure that all teachers have access to the published mark schemes and that the marking is moderated internally.

- Heads of Department must liaise with the Examinations Officer to ensure that students are entered for the correct unit code. The Head of Department is 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. Heads of Department should keep a copy of the marks submitted and prepare the external moderation sample as required by the examination board. The sample must then be passed to the Examination Officer for dispatch.

- Heads of Department must ensure that candidates are informed of the marks that will be submitted to the awarding body. This should be done via subject teachers, coordinated by the Head of Department, to ensure all classes receive this information at a similar time. This must be done in sufficient time for any internal appeal to be concluded before the submission of centre marks to the awarding body. In any discussion with candidates or parents/carers, it must be made clear that marks are subject to change through the moderation process.

- Heads of Department must ensure that those assessments, accompanying notes and signed candidate declarations 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.

- Heads of Department 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). An alternative supervised session may be organised for such candidates and Heads of Department should consult the Deputy Headteacher - Academic if support is required in organising sessions. If the scheduled assessment cannot be repeated, for instance because it involves a whole group, then the Deputy Headteacher - Academic will contact the awarding body for advice.

- Heads of Department 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 Head of Key Stage should be informed. The Head of Department will contact parents and liaise with the Head of Key Stage to ensure that the student completes the work in lunch-time and after school detentions.

- Heads of Department must ensure that all completed NEA is stored securely and backed up as previously stated in this policy (unless being sent for moderation) until the later of:
    - the examination board deadline for requesting a review of moderation
    - the completion of any post results services requested (review of moderation).

This includes any work returned to the centre following external moderation.

Please note: The requirement for secure storage is not necessary for Science Practical Endorsements. Practical workbooks will be kept in school and stored at the discretion of the subject head of department.

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[CIC] publication *Instructions for non-examination assessments*. All staff should be familiar with the JCQ[CIC] 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 and ensure it is possible to attribute assessable outcomes to individual candidates.

- Staff must ensure candidates understand what constitutes malpractice in non-examination assessments. Reference must be made to the following JCQ documents:
    - *Information for candidates - non-examination*
    - *Information for candidates - social media.*

- Staff must ensure that candidates:
    - Understand that information from published sources must be referenced
    - Understand that they must acknowledge any use of Artificial Intelligence (AI) and show clearly how they have used it
    - Receive guidance on setting out references
    - Are aware that they must not plagiarise other material.

Guidance on referencing is provided later in this policy.

- Staff must make candidates aware of the appropriate and inappropriate use of AI, and the possible consequences of using AI inappropriately in qualification assessments. Examples of AI misuse include, but are not limited to:
    - Copying or paraphrasing sections of AI-generated content so that the work is no longer the candidate's own
    - Copying or paraphrasing whole responses of AI-generated content
    - Using AI to complete parts of the assessment so that the work does not reflect the candidate's own work, analysis, evaluation or calculations
    - Failing to acknowledge the use of AI tools when they have been used as source of information
    - Incomplete or poor acknowledgement of AI tools
    - Submitting work with intentionally incomplete or misleading references of bibliographies.

- 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 Head of Department. 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 Head of Department 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 and why credit has been awarded, in line with awarding bodies' subject-specific instructions.

- Staff must remain vigilant in relation to candidate malpractice throughout the NEA process and act immediately if they suspect malpractice. Teachers are responsible for informing their Head of Department and the Deputy Headteacher - Academic if suspected malpractice occurs (refer to *Malpractice in Examinations or Assessments Policy*).

- As far as is reasonably practicable, teachers should check students' work for plagiarism.

- Supervising teachers are responsible for ensuring that they and the students sign the authentication forms as soon as possible after completion of work **and only once teachers** have checked submissions of an assessment; **failure to do so could result in 0 marks being issued for the NEA component**. Supervising teachers must also ensure students insert all necessary details (e.g. name, centre number, candidate number and component code) onto 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.

Conflicts of Interest

The school will make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g son/daughter).

Where this cannot be avoided, the school will declare the possible conflict of interest to the relevant awarding body and submit the marked work for moderation whether or not it is part of the moderation sample.

Responsibilities of the Examinations Officer

- The Examinations Officer will enter students for all appropriate examination units, including NEA units before the deadline for final entries.

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

- The Examination Officer will confirm with each Head of Department whether they will be submitting their NEA marks directly to the examination board or whether they will provide marks for the Examination Officer to submit. Where still necessary, the Examinations Officer will download and distribute marksheets for Heads of Department to provide the marks for NEA units. The Examinations Officer will then 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.

Responsibilities for the Network Resource Team

- The Network Resources Team must provide user accounts in line with requirements of the specification. Heads of Department will provide all necessary details.

- The Network Resources Team will ensure that all necessary steps are taken to protect students' work from corruption and support the backup procedure of departments previously mentioned in this policy and on the school networks.

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.

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

The assessment of practical skills is a compulsory requirement for the new A Level qualifications in Biology, Chemistry and Physics. The below outlines the responsibilities in relation to this endorsement.

Head of Centre

- Provides a signed declaration 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.

Head of Department/Teacher in charge

- Confirms understanding of the Practical Skills Endorsement for the A Level Sciences designed for use in England
- Ensures a response is provided to JCQ^{CIC} indicating which awarding body the centre intends to use for its entries in A level Biology, Chemistry and Physics
- Undertakes training provided by the awarding body on the implementation of the practical endorsement
- Plans such that candidates are able to carry out all required practical activities during the delivery of the course
- Disseminates information to subject teachers regarding record keeping and assessment such that the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit

Subject teacher

- 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 subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Follows the awarding body's instructions for the submission of candidates Pass or Not Classified assessment outcome. Liaises with the Head of Department regarding and application for exemption where a candidate cannot access the practical endorsement due to a substantial impairment

Examination Officer

- Provides the necessary support to the Head of Department to ensure the submission of candidates outcomes (Pass or Not Classified)

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 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.

Head of Department / KS4 coordinator

- 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

Examination Officer

- Provides the necessary support to the Head of Department to ensure the submission of candidates outcomes and/or the storage and submission of recordings

Guidance on Referencing

This guidance on referencing is taken from the JCQ[CIC] *Guidance for Teachers/*Assessors: *Plagiarism in Assessments*. This document is available on Google Drive under All Staff > Exams & NEA.

Candidates should be reminded that failure to acknowledge and reference sources and/or poor referencing may constitute malpractice.

a) The work submitted for assessment must include references where appropriate. To facilitate this, each candidate should keep a detailed record of their own research, planning, resources etc. The record should include all the sources used, including books, websites and audio-visual resources.
b) If candidates use material from a source, or generated from a source which is not their own work, they must indicate the particular part, element or phrase and state where it came from.
c) A reference in the text, or as a footnote, should show at least the name of the author, the year of publication and the page number: For example:
(De La Bedoyere, 2021, p. 89.)
d) Candidates must also include a bibliography at the end of their work, which lists details of publications that have been used to research their project. For example:
De La Bedoyere, G. (2021) Gladius, London: Weidenfeld & Nicolson.
e) Candidates must give detailed references even where they paraphrase the original material. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000 p 29).
f) For material taken from the internet, the reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm downloaded 5 February 2026
g) Where computer-generated content has been used (such as an AI chatbot), the reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/ blog/chatgpt), 25/01/2026.
h) Candidates should also reference the sources used by the AI tool in generating the content.
i) Candidates must retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the candidate's work for final assessment so that the teacher can review the work, the AI-generated content and how it has been used. If this is not submitted and the teacher suspects the candidate has used AI tools, they will need to consult the centre's malpractice policy for the next steps and ensure themselves that the work is the candidate's own.

Further guidance on how this can be done is set out in the JCQ documents. Candidates must be familiar with the JCQ document, Information for candidates – non-examination assessments: http://www.jcq.org.uk/exams-office/information-for-candidates-documents