



## NON-EXAMINATION ASSESSMENT POLICY

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

### What is non-examination assessment?

*“The regulator’s definition of an examination is very narrow and in effect any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.”*

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

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are; task setting, task taking and task marking.

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

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

- In a normal timetabled lesson or other defined session under formal supervised conditions, possibly with controlled access to resources;
- Outside the centre and involve research with limited supervision.

Details on the level of supervision can be found within the relevant awarding body’s specification for each subject.

### Task marking

- **Externally assessed components** may have a visiting examiner, or require candidates’ work to be 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.

### 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 *Instructions for conducting non-examination assessments* \*
- JCQ Notice to Centres *Teachers sharing non-examination assessment material and candidates' work* \*
- JCQ *Information for candidates: non-examination assessment* #
- JCQ *Information for candidates – social media* #
- Subject specific documentation published by the awarding bodies
- Parmiter's NEA calendar #\*

The \* symbol indicates those documents available on the Google Drive and 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 guidelines and awarding bodies' subject-specific instructions.
- Mrs Berks will liaise with Heads of Department prior to the start of the academic year to schedule NEA deadlines and resolve clashes or problems over proposed timings or the need for particular facilities. The Network Resources team and the LRC will support the process by coordinating the use of ICT facilities.
- Mrs Berks will ensure that all staff have access to the NEA schedule and that appropriate dates and deadlines are communicated to parents.
- 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 *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 schedule published at the start of the academic year. The Head of Department must inform Mrs Berks 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 lesson and normal departmental teaching rooms, the Head of Department must liaise with Mrs Berks.
- 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 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 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 SENCO for any assistance required for the administration and management of access arrangements.
- 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. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar cabinet. Where there is a practical need, secure storage may be defined as classrooms being locked from the end of one session to the start of the next.
- Where NEA units are internally assessed, 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 despatch.
- Heads of Department must ensure that candidates are informed of the marks that will be submitted to the awarding body. This must be done in sufficient time for any internal appeal to be concluded before the submission of centre marks to the awarding body. Mrs Berks will provide further details on how marks will be issued to candidates. In any discussion with candidates or parents, 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 Mrs Berks if support is required in organising sessions. If the scheduled assessment cannot be repeated, for instance because it involves a whole group, then Mrs Berks 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 Year should be informed. The Head of Year will contact parents and liaise with the Head of Department to ensure that the student completes the work in lunch-time and after school detentions.

### **Responsibilities of all Teaching Staff**

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

- Staff must ensure that:
  - there is sufficient supervision to enable the work of a candidate to be authenticated;
  - there is sufficient supervision to ensure the work a candidate submits is their own;
  - where candidates work in groups, a record of each candidate's contribution is kept.
- Staff must ensure that candidates understand what they need to do to comply with the regulations for the NEA. In particular, candidates must: understand that information from published sources must be referenced; receive guidance on setting out references; aware that they must not plagiarise other material. Reference should be made to the JCQ document *Information for candidates*.
- Staff must make candidates aware of the criteria that will be used to assess their work.
- Unless prohibited by the specification, staff must ensure that they provide advice and feedback at a general level and then allow candidates to revise and re-draft work. Staff must record any assistance given beyond general advice and take it into account in the marking (or submit the record to the external examiner).
- Staff must **not** provisionally assess work and then allow the candidate to revise it.
- Staff must ensure that all teacher materials related to the NEA are stored securely at all times.
- Where candidates are producing work over a period of time under formal supervision their work must be stored securely in the location(s) determined by the 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.
- As far as is reasonably practicable, teachers should check students' work for plagiarism.
- Teachers are responsible for informing their Head of Department and Mrs Berks if suspected malpractice occurs (refer to *Malpractice in Examinations or Assessments Policy*).
- Supervising teachers are responsible for ensuring that they and the students sign the authentication forms on completion of an assessment. Supervising teachers must also ensure students insert all necessary details (e.g. name, centre number, candidate number and component code) on to each page of their work.

- It is the responsibility of all staff to promote time management strategies for all students, particularly during the preparation or completion of NEA. All staff should stress to students that NEA in their subject should not be completed at the expense of work in other subjects.
- All staff must rigorously enforce all deadlines on NEA tasks. Any student failing to adhere to a deadline should be reported immediately to the Head of Department.

#### **Responsibilities of the Examinations Officer**

- The Examinations Officer will enter students for all appropriate examination units, including NEA units before the deadline for final entries.
- Where confidential materials are directly received by the Examinations Officer, she will be responsible for receipt, safe storage and safe transmission of the materials.
- Where marks are submitted electronically by the Head of Department, a print out of the marks submitted must be given to the Examination Officer. 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 have a back-up procedure in place.

#### **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**

For first teaching in September 2015, 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 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

##### **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 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**

- Follows the awarding body's instructions for the submission of candidates Pass or Not Classified assessment

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

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

### **Head of Centre**

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement.

### **Quality assurance (QA) lead/Lead internal verifier**

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

### **Head of Department / KS4 coordinator**

- Confirms understanding of the Spoken Language Endorsement for GCSE English Language specifications designed for use in England.
- Ensures the required task setting and task taking instructions are followed by subject teachers.
- Ensures subject teachers assess candidates, either live or from recordings, using the common assessment criteria.

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

### **Subject teacher**

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

### **Examination Officer**

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