

Updated and ratified at  
Full Governors' Meeting



Reviewed at  
TLS Committee

**NOTRE DAME HIGH SCHOOL**

## **Non-Examined Assessment Policy (NEA) 2020-2021**

### **THE SCHOOL MISSION STATEMENT**

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

*I have come so that they can have life and have it to the full  
(John 10:10)*



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## What does this policy affect?

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of 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’.”*

## Purpose of the policy

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*

## What are non-examination assessments?

*“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.”*

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

### 1. Head of centre

#### 1.1 Basic principles

- Read and adhere to current JCQ document *Instructions for conducting non-examination assessments (NEA)2020-2021*
- Ensures that the centre's *NEA* is fit for purpose.
- 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.

#### 1.2 Malpractice

- 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 2020-2021*

#### 1.3 Internal Appeals

- Read and adhere to the NDHS *Internal Assessment Appeals Procedure* document and the dates outlined

#### 1.4 Enquiry about results (EAR)

- 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

#### 1.5 Practical Skills Endorsement for the A Level Sciences, 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

#### 1.6 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 Spoken Language endorsement

## **2. Quality Assurance – Deputy Head Teaching and Learning**

### **2.1 Basic principles**

- Read and adhere to current JCQ document *Instructions for conducting NEA 2020-2021*
- Read and adhere to NDHS *Internal Assessment Appeals Procedure*
- Ensures quality assurance procedures are in place across all NEA
- Leads on quality assurance at TLC Board
- Liaises with Governors on Teaching and Learning governing committee

## **3. Assistant Head teacher- Achievement**

### **3.1 Basic principles**

- Read and adhere to current JCQ document *Instructions for conducting NEA 2020-2021*
- Ensure the correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions
- Confirms with subject heads that appropriate awarding body forms and templates for non-examination assessments are used by teachers and candidates
- Ensures appropriate procedures are in place to internally standardise/moderate the marks awarded by subject teachers in line with awarding body criteria
- Ensures distribution of JCQ/NDHS policies & procedures relating to NEA

### **3.2 Internal standardisation**

- Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence

### **3.3. 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

### **3.4 Internal Appeals**

- Read and adhere to the *NDHS Internal Assessment Appeals Procedure* document and the dates outlined, in relation to advising students of their marks and possible subsequent appeals.

## **4. Examinations Manager**

### **4.1 Basic principles**

- Ensures that all Heads of Department and Leadership have a copy of the current JCQ document *Instructions for conducting non-examination assessments and NDHS Internal Assessment Appeals Procedure*. This can be in electronic form.
- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment
- Ensure that students (via the Exams Guidance Booklet) are aware to keep their own work secure at all times and not share through social-media or by other means through the JCQ document *Information for candidates-social media*
- Where applicable, ensure that any confidential materials are securely stored

### **4.2 Task marking – externally assessed components**

#### **4.2.1 Conduct of externally assessed work**

- Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification
- Co-ordinates the NEA dates on the school calendar
- Conducts the externally assessed component within the window specified by the awarding body
- Conducts the externally assessed component according to the JCQ publication *Instructions for conducting examinations 2020-2021*
- Liaise with the Special Needs Co-ordinator (SENCO) to ensure that SEN students have their Access Arrangements in place for their NEA

#### **4.2.2 Submission of work**

- Provides the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner
- Ensures the awarding body's attendance register for any externally assessed component is completed correctly to show candidates who are present and any who may be absent
- Where candidates' work must be despatched to an awarding body's examiner, ensures that and 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 work to the awarding body's instructions by the required deadline taking precautions to ensure that the package in which the work is despatched is robust and securely fastened.

#### **4.2.3 Submission of marks for Moderation**

- Submits the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted/Confirms with Subject teacher that the moderation sample has 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 that the work is sent off and the awarding bodies contacted if there is a possible conflict of interest where a teacher is preparing and assessing a candidate with whom he/she has a close relationship
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#### **4.2.4 Internal Appeals**

- Read and adheres to the NDHS *Internal Assessment Appeals Procedure*
- Must ensure that the awarding body is informed if we do not accept the outcome of a review

#### **4.2.5 Storage and retention of work**

- Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage after the deadline for Post Results Services has passed and required retention

#### **4.2.6 External moderation feedback**

- Sends moderator reports to relevant staff-HOD, LT link and Assistant Headteacher Achievement.
- Takes remedial action, if necessary, where feedback may relate to centre administration

#### **4.3 Special Consideration**

- Refers to/directs relevant staff to the JCQ publication [A guide to the special consideration process 2020-2021](#)
- 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

#### **4.4 Malpractice**

- Signposts the JCQ publication [Suspected Malpractice in Examinations and Assessments: Policies and Procedures](#) for the current year to the head of centre
- Signposts the current JCQ [Notice to Centres - Teachers sharing assessment material and candidates' work](#) to subject heads
- Signposts candidates to the relevant JCQ information for candidate's documents
- Where required, supports the head of centre in investigating and reporting incidents of suspected malpractice
- Ensures that there are copies of the internal Reporting Form for Suspected Malpractice-Blue Form in the staff room

#### 4.5 Post Results Services

- 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 2020-2021\*](#)
- 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

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

- Follows the awarding body's instructions for the submission of candidates *Pass or Not Classified* assessment. Ensures that the Head of Centre has signed the declaration form and passes to the Exams Manager to email the Awarding Body.

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

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings. Ensures that the Head of Centre has signed the declaration form and then emails the Awarding Body.
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### **5. Head of Department**

#### 5.1 Basic principles

- **Read and adhere to current JCQ document *Instructions for conducting non-examination assessments NEA (new GCE & GCSE specifications)2020-2021***
- 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
- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process and that they have received the *JCQ Instructions for conducting non-examination assessments* for the current year.
- Ensures [NEA](#) and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments
- Works with the Assistant Head Achievement to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers
- Ensures the exams 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
- Marks internally assessed work to the criteria provided by the awarding body



- Draw up a department assessment calendar for assessments, internal moderation and standardization of work.
- Email Exams Manager dates of formal assessment dates for the school calendar to avoid clashes with other assessments and events

## 5.2 Task Setting

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

- Ensures the use of appropriate centre-devised templates

### 5.2.1 Issuing of tasks

- Determines when set tasks are issued by the awarding body
- Identifies date(s) when tasks should be taken by candidates in conjunction with the subject teacher
- Ensures requirements for legacy specification tasks and new specification tasks are distinguished between

## 5.3 Task taking

- Inform the Exams Manager of formal assessment dates for the school calendar
- Liaises with the Visiting Examiner where this may be applicable to any externally assessed component

### 5.3.1 Supervision

Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements

- Remind students to keep their own work secure at all times and not share through social-media or by other means. The JCQ document *Information for candidates-social media* should be brought to the attention of the students. This is included in the Exams Guidance Booklet.
- **Authentication-** Signed candidate declarations must be kept on file until the deadline for review of results has passed or any appeal, malpractice or other results enquiry has been completed, whichever is later.

## 5.4 Task marking- externally assessed components

### 5.4.1 Submission of work

- Provides the attendance register to a Visiting Examiner

### 5.4.2 Submission of marks and work for moderation

- Takes receipt of marks from department subject teachers by HOD requested deadline

- Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks submitted to the external deadline
- Confirms with subject teachers that marks have been submitted to the awarding body deadline.
- Enter the NEA marks on the mark submission section of the relevant awarding body by the deadline as guided by the Exams Manager. Ensure checks are made prior to submission to avoid transcription errors
- Provides marks to the Exams Manager by the internal deadline along with the requested sample of work if required.
- 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
- Inform Exams Manager and Assistant Head exams if there is a possible conflict of interest where a teacher is preparing and assessing a candidate with whom he/she has a close relationship

#### **5.4.3 Internal Appeals**

- Read and adhere to the NDHS *Internal Assessment Appeals Procedure* document and the dates outlined, in relation to advising students of their marks and possible subsequent appeals.
- Centres must inform the awarding body if they do not accept the outcome of a review

#### **5.4.4 External moderation feedback**

- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series
- Feeds back the moderation report to the department/member of staff- evidenced in department SEFS

#### **5.5 Access arrangements**

- Works with the SENCo to ensure any access arrangements for eligible candidates are applied to assessments and to pass this onto subject teachers

#### **5.6 Malpractice**

- Is aware of the current JCQ *Notice to Centres-Teachers sharing assessment material and candidates' work*
- Reports any findings of malpractice to the Head of Centre *using the internal Reporting form for Suspected Malpractice-Blue Form*

#### **5.7 Enquiry about Results**

- Provides relevant support to subject teachers making decisions about enquiries about results referring to the JCQ document *Post Results Services, Information and guidance for centres 2020-2021*

#### **5.8 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
- 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

## **5.9 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

## **6. Subject teacher**

### **6.1 Basic principles**

- **Read and adhere to current JCQ document *Instructions for conducting non-examination assessments (new GCE & GCSE specifications)2020-2021***
- Understands and complies with the general instructions as detailed in non-examination assessments
- 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
- Marks internally assessed work to the criteria provided by the awarding body

### **6.2 Task setting**

- Makes candidates aware of the criteria used to assess their work

#### **6.2.1 Issuing of tasks**

- Identifies date(s) when tasks should be taken by candidates in conjunction with HOD
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times

## **6.3 Task taking**

### **6.3.1 Supervision**

- Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
- Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
- Ensures there is sufficient supervision to ensure the work a candidate submits is their own
- Where candidates may work in groups, keeps a record of each candidate's contribution
- Ensures candidates understand and are aware of the current JCQ documents Information for candidates - non-examination assessments, Information for candidates - Social Media and Information and candidates-Privacy notice
- Request secure folders on the system from IT services providing them with subject specific information
- Book computer rooms if required, well in advance for supervised type ups of assessment

### **6.3.2 Advice and feedback**

- 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

### **6.3.3 Resources**

- Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks
- Ensures conditions for any formally supervised sessions are known and put in place
- Ensures conditions for any formally supervised sessions are understood and followed by candidates
- Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

### **6.3.4 Word and time limits**

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

### **6.3.5 Collaboration and group work**

- 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

#### **6.3.6 Authentication procedures**

- Where required by the awarding body's specification
  - ensures candidates sign a declaration **on completion**, confirming the work they submit for final assessment is their own unaided work
  - signs the teacher declaration of authentication confirming the requirements have been met
- Keeps signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in NEA , completes an Internal Reporting Form for Suspected Malpractice-Blue form, informs the HOD, Assistant Head Teacher in charge of exams and the Exams Manager

#### **6.3.7 Presentation of work**

- 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

#### **6.3.8 Keeping materials secure**

- 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
- Consider encrypting any sensitive digital media to ensure the security of the data stored within it. Centres must refer to awarding body guidance to ensure that the method of encryption is suitable.

## **6.4 Task marking – externally assessed components**

### **6.4.1 Conduct of externally assessed work**

- Liaises with the Exams Manager regarding arrangements for the conduct of any externally assessed non-examination component of a specification

## **6.5 Task marking – internally assessed components**

### **6.5.1 Marking and annotation**

- Marks candidates' work in accordance with the marking criteria provided by the awarding body
- Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
- Ensures candidates are informed of their marks in a timely manner to enable them to request a review of marking, and the outcome known before final marks are submitted to the awarding body. Explain that the marks could be subject to change by the awarding body during the moderation process.

### **6.5.2 Internal standardisation**

- Indicates on work (or cover sheet) the date of marking
- Marks to common standards

### **6.5.3 Submission of marks and work for moderation**

- Submits marks to the Head of Department by the agreed department deadline
- Ensures checks are made for marks of any additional candidates before submitting to HOD to avoid transcription errors
- Submits the requested samples of candidates' work to the HOD by the internal deadline, keeping a record of the work submitted
- Ensures the HOD 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
- Informs HOD and Exams Manager if there is a possible conflict of interest where a teacher is preparing and assessing a candidate with whom he/she has a close relationship

### **6.5.4 Internal Appeals**

- Read and adhere to the NDHS *Internal Assessment Appeals Procedure* document and the dates outlined, in relation to advising students of their marks and possible subsequent appeals.

### **6.5.5 Storage and retention of work after submission of marks**

- Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample
- Retains all marked candidates' work under secure conditions until after the deadline for enquiries about results

- Takes steps to protect any work stored electronically from corruption and has a back-up procedure in place
- Retains evidence of work where retention may be a problem (for example, photos of artefacts etc.)

#### **6.5.6 External moderation - feedback**

- Ensures that any remedial action that is required following moderation feedback, is undertaken before the next examination series

### **6.6 Access arrangements**

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

### **6.7 Special consideration**

- 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
- Liaises with the Exams Manager when special consideration may need to be applied for a candidate taking assessments

### **6.8 Malpractice**

- Is aware of the current JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work*
- Ensures candidates understand the JCQ document *Information for candidates - non-examination assessments*
- Ensures candidates understand the JCQ document *Information for candidates - Social Media*
- Is aware of the Internal Reporting Form for Suspected Malpractice- Blue form

### **6.9 Enquiries about results**

- Provides advice and guidance to candidates on their results and the post-results services available
- Provides the exams officer with the original sample or relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline
- Supports the exams officer in collecting candidate consent where required

### **6.10 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 subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies 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

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

- 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

## **7. IT Services Manager**

- Sets up electronic secure folders on the school system following requests from subject teachers
- Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically

## **8. Special educational needs coordinator (SENCo)**

- Follows the regulations and guidance in the JCQ publication [Access Arrangements and Reasonable Adjustments 2020-2021](#)
- Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place
- Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments
- Works with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met
- Ensures that staff acting as an access arrangement facilitator are fully trained in their role



**Management of issues and potential risks associated with non-examination assessments**

<b>Issue/Risk</b>	<b>Centre actions to manage issue/mitigate risk</b>	<b>Action by</b>
<b>Task setting</b>		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	<i>Awarding body key date for accessing/downloading set task noted prior to start of course IT systems checked prior to key date Alternative IT system used to gain access Awarding body contacted to request direct email of task details</i>	IT Manager-DWT
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	<i>Ensures that subject teachers access awarding body training information, practice materials etc. Records confirmation that subject teachers understand the task setting arrangements as defined in the awarding body's specification Samples assessment criteria in the centre set task</i>	Head of Dept (HOD)
Candidates do not understand the marking criteria and what they need to do to gain credit	<i>A simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is produced for candidates Records confirm all candidates understand the marking criteria Candidates confirm/record they understand the marking criteria</i>	Subject Teacher (ST)
Subject teacher long term absence during the task setting stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	HOD/Leadership Team Link (LT)
<b>Issuing of tasks</b>		
Task for legacy specification given to candidates undertaking new specification	<i>Ensures subject teachers take care to distinguish between requirements/tasks for legacy specifications and requirements/tasks for new specifications Awarding body guidance sought where this issue remains unresolved</i>	HOD
Awarding body set task not issued to candidates on time	<i>Awarding body key date for accessing set task as detailed in the specification noted prior to start of course Course information issued to candidates contains details when set task will be issued and needs to be completed by Set task accessed well in advance to allow time for planning, resourcing and teaching</i>	HOD
The wrong task is given to candidates	<i>Ensures course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates Awarding body guidance sought where this issue remains unresolved</i>	HOD
Subject teacher long term absence during the issuing of tasks stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	HOD/LT Link
<b>Task taking</b>		
<b>Supervision</b>		
Planned assessments clash with other centre or candidate activities	<i>Assessment plan identified for the start of the course Assessment dates/periods passed to Exams manager to be included in centre wide calendar</i>	HOD
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	<i>Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course Staggered sessions arranged where IT facilities insufficient for number of candidates Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply)</i>	HOD

Insufficient supervision of candidates to enable work to be authenticated	<i>Confirm subject teachers are aware of and follow the current JCQ publication Instructions for conducting non-examination assessments and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates</i> <i>Confirm subject teachers understand their role and responsibilities as detailed in the centre's non-examination assessment policy</i>	HOD
A candidate is suspected of malpractice prior to submitting their work for assessment	<i>Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed</i> <i>An internal investigation and where appropriate internal disciplinary procedures are followed using the internal Reporting Form for Suspected Malpractice –Blue form</i>	Assistant Head Exams (PSH)
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 2), to determine the process to be followed to apply for special consideration for the candidate</i>	HOD/SENCo
<b>Advice and feedback</b>		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	<i>Ensures a centre-wide process is in place for subject teachers to record all information provided to candidates before work begins as part of the centre's quality assurance procedures</i> <i>Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity</i> <i>Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component</i> <i>Candidate confirms/records advice and feedback given prior to starting on their work</i>	HOD/LT Link
Candidate claims no advice and feedback given by subject teacher during the task-taking stage	<i>Ensures a centre-wide process is in place for subject teachers to record all advice and feedback provided to candidates during the task-taking stage as part of the centre's quality assurance procedures</i> <i>Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity</i> <i>Full records kept detailing all advice and feedback given to candidates during the task-taking stage as appropriate to the subject and component</i> <i>Candidate confirms/records advice and feedback given during the task-taking stage</i>	HOD/LT Link
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	<i>An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant</i> <i>Records as detailed above are provided to confirm all assistance given</i> <i>Where appropriate, a suspected malpractice report is submitted to the awarding body</i>	Assistant Head Exams (PSH)
Candidate does not reference information from published source	<i>Candidate is advised at a general level to reference information before work is submitted for formal assessment</i> <i>Candidate is again referred to the JCQ document Information for candidates: non-examination assessments</i> <i>Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	ST

Candidate does not set out references as required	<i>Candidate is advised at a general level to review and re-draft the set out of references before work is submitted for formal assessment</i> <i>Candidate is again referred to the JCQ document Information for candidates: non-examination assessments</i> <i>Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	ST
Candidate joins the course late after formally supervised task taking has started	<i>A separate supervised session(s) is arranged for the candidate to catch up</i>	ST
Candidate moves to another centre during the course	<i>Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place</i>	Exams Manager
An excluded pupil wants to complete his/her non-examination assessment(s)	<i>The awarding body specification is checked to determine if the specification is available to a candidate outside mainstream education</i> <i>If so, arrangements for supervision, authentication and marking are made separately for the candidate</i>	Head Teacher
<b>Resources</b>		
A candidate augments notes and resources between formally supervised sessions	<i>Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions</i> <i>Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions</i> <i>Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions</i>	ST/ HOD
A candidate fails to acknowledge sources on work that is submitted for assessment	<i>Candidate's detailed record of his/her own research, planning, resources etc. is checked to confirm all the sources used, including books, websites and audio/visual resources</i> <i>Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately</i> <i>Where confirmation is unavailable from candidate's records, awarding body guidance is sought and/or a mark of zero is submitted to the awarding body for the candidate</i>	ST
<b>Word and time limits</b>		
A candidate is penalised by the awarding body for exceeding word or time limits	<i>Records confirm the awarding body specification has been checked to determine if word or time limits are mandatory</i> <i>Where limits are for guidance only, candidates are discouraged from exceeding them</i> <i>Candidates confirm/record any information provided to them on word or time limits is known and understood</i>	HOD
<b>Collaboration and group work</b>		
Candidates have worked in groups where the awarding body specification states this is not permitted	<i>Records confirm the awarding body specification has been checked to determine if group work is permitted</i> <i>Awarding body guidance sought where this issue remains unresolved</i>	ST/HOD

<b>Authentication procedures</b>		
A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment  Candidate plagiarises other material	<i>Records confirm subject staff have been made aware of the JCQ document Teachers sharing assessment material and candidates' work</i> <i>Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments</i> <i>Candidates confirm/record that they understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document Information for candidates: non-examination assessments</i> <i>The candidate's work is not accepted for assessment</i> <i>A mark of zero is recorded and submitted to the awarding body</i>	Assistant Head Exams (PSH)
Candidate does not sign their authentication statement/declaration	<i>Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments</i> <i>Candidates confirm/record they understand what they need to do to comply with the regulations as outlined in the JCQ document Information for candidates: non-examination assessments</i> <i>Declaration is checked for signature before accepting the work of a candidate for formal assessment</i>	ST/HOD
Subject teacher not available to sign authentication forms	<i>Ensures a process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures</i>	HOD
<b>Presentation of work</b>		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	<i>Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment</i>	ST
<b>Keeping materials secure</b>		
Candidates work between formal supervised sessions is not securely stored	<i>Records confirm subject teachers are aware of and follow current JCQ publication Instructions for conducting non-examination assessments</i> <i>Regular monitoring ensures subject teacher use of appropriate secure storage</i>	HOD/ST
Adequate secure storage not available to subject teacher	<i>Records confirm adequate/sufficient secure storage is available to subject teacher prior to the start of the course</i> <i>Alternative secure storage sourced where required</i>	HOD
<b>Task marking – externally assessed components</b>		
A candidate is absent on the day of the examiner visit for an acceptable reason	<i>Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate</i> <i>If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate</i>	HOD
A candidate is absent on the day of the examiner visit for an unacceptable reason	<i>The candidate is marked absent on the attendance register</i>	HOD
<b>Task marking – internally assessed components</b>		
A candidate submits little or no work	<i>Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body</i> <i>Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body</i>	ST
A candidate is unable to finish their work for unforeseen reason	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for shortfall in work</i>	ST

The work of a candidate is lost or damaged	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for lost or damaged work</i>	HOD
Candidate malpractice is discovered	<i>Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed Investigation and reporting procedures in the current JCQ publication Suspected Malpractice in Examinations and Assessments are followed Appropriate internal disciplinary procedures are also followed using the internal Reporting Form for Suspected Malpractice – Blue form if required</i>	Assistant Head Exams (PSH)
A teacher marks the work of his/her own child	<i>A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course Marked work of said child is submitted for moderation whether part of the sample requested or not</i>	HOD
An extension to the deadline for submission of marks is required for a legitimate reason	<i>Awarding body is contacted to determine if an extension can be granted Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for non-examination assessment extension</i>	HOD/LT Link
After submission of marks, it is discovered that the wrong task was given to candidates	<i>Awarding body is contacted for guidance Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 2), to determine eligibility and the process to be followed to apply for special consideration for candidates</i>	HOD/ LT Link
A candidate wishes to appeal the marks awarded for their work by their teacher	<i>Candidates are informed of the marks they have been awarded for their work and informed that they can request a review of the centre's marking prior to the marks being submitted to the awarding body Records confirm candidates have been informed of their marks Candidates are informed that these marks are subject to change through the awarding body's moderation process Candidates are informed of their marks at least two weeks prior to the internal deadline (as stated in the Internal Assessment Appeals Procedure) and set by the Exams Manager for the submission of marks Through the candidate exam handbook, candidates are made aware of the centre's internal appeals procedures and timescale for submitting an appeal prior to the submission of marks to the awarding body</i>	HOD/LT Link/Exams Manager
Deadline for submitting work for formal assessment not met by candidate	<i>Records confirm deadlines given and understood by candidates at the start of the course Candidates confirm/record deadlines known and understood Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate</i>	HOD

Deadline for submitting marks and samples of candidates work ignored by subject teacher	<i>Internal/external deadlines are published at the start of each academic year Reminders are issued through senior leaders/subject heads as deadlines approach Records confirm deadlines known and understood by subject teachers Where appropriate, internal disciplinary procedures are followed</i>	HOD/Line Manager of ST
Subject teacher long term absence during the marking period	<i>See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle)</i>	HOD/LT Link

### Associated policies, procedures and documents

- Associated current JCQ documentation distributed electronically to HoDs
- Exams Policy including Reporting Form for Suspected Malpractice-Blue Form
- Internal Assessment Appeals procedure
- Controlled Assessment policy
- Data Protection Policy