

Part of the Priory Learning PLT,



History of Policy Changes

Date	Version	Change
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1. Introduction

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

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

- task setting;
- task taking;
- task marking.

What does this policy affect?

This policy affects the delivery of subjects of GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

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

The policy will need to cover all types of non-examination assessment.

2. Roles and Responsibilities

The basic principles

Head of centre

Returns an online _____ of Centre _____ at the time of the National Centre Number Register annual update to confirm awareness of and that relevant centre staff are adhering to the latest version of NEA
Ensures the _____ non-examination assessment policy is fit for purpose

followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a

Senior leaders

Ensure the correct conduct of non-examination assessments (including endorsements) which comply with NEA and awarding body subject-specific instructions
Ensure the centre-wide calendar records assessment schedules by the start of the academic year

Quality assurance (QA) lead/Lead internal verifier

Confirms with subject heads that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates
Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria
Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
Ensures appropriate centre-devised templates are provided to capture/record relevant information is received and understood by candidates



Where not provided by the awarding body, ensures a centre-devised template is provided for candidates to keep a detailed record of their own research, planning, resources etc.

Subject head/lead

Ensures subject teachers understand their role and responsibilities within the non-examination assessment process

Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements)

Works with the QA lead/Lead internal verifier to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers

Subject teacher

Understands and complies with the general instructions as



ensures candidates sign a declaration 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 requesting reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later

Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector

Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in NEA and informs a member of the senior leadership team

Understands that if, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero

g. Presentation of work

Subject teacher

Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution

Instructs candidates to present work as detailed in NEA unless the awarding 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

h. Keeping materials secure

Subject teacher

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 all possible post-results services have been exhausted

If post-results services have not been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series

If post-results services have been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series



Restricts access to this material and utilises appropriate security safeguards such as firewall protection and virus scanning software

Employs an effective back-up strategy so that an up to date archive evidence is maintained

Considers encrypting any sensitive digital media to ensure the security of the data stored within it and refers to awarding body guidance to ensure that the method of encryption is suitable

6.



Attends awarding body training as required to ensure familiarity with the mark scheme/marketing process

Marks work in accordance with the marking criteria provided by the awarding body

Annotates work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria

Informs candidates



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Liaises with the exams officer to report loss of work to the awarding body

Exams officer

Refers to/directs relevant staff to the JCQ publication A guide to the special consideration process

Where a candidate is eligible, submits an application for special consideration via
extranet site is not applicable, submits the required form to the awarding body to
the prescribed timescale

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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

r Not

Classified assessment outcome/provides assessment outcomes to the exams officer to the internal deadline

Exams officer

Accepts contact with the monitor and passes information to the subject lead for a visit to be arranged with at least two weeks notice
Confirms with the subject teacher that assessment outcomes have been submitted to the submission of candidates Pass or Not Classified assessment outcome

12. Spoken Language Endor[)]p81.05698787



13. Private candidates

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