

## **NON-EXAMINED ASSESSMENT POLICY**

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**Term of policy:** One Year

**Approved by:** LGB 21.11.23

**Date ratified:** BoT 7.12.23

**Next Review Date:** Autumn 2024

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**Sources:** JCQ, Ofqual, ABs

**Online location:** SharePoint: Policies

**Consulted with JCC?** Yes ☐ No ☒

### **Introduction**

This policy replaces any previous policy and follows the DfE regulations.

In line with the School's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of School life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure

This policy is based upon the School's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the School community.

## Foreword

Rooks Heath School is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. The policy is subject to annual review by the Exams Officer and the School's Senior Management Group and is subject to approval by the Governors of the School.

A non-examined assessment is classified as any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions'.

This procedure applies to all BTEC, Cambridge Nationals, GCSE and GCE specifications with more than one non-examined component. Requirements for the type of assessment are found in the examination board specification and associated documents for that subject.

JCQ requires examination centres to have in place a policy for the management of non-examined assessments. JCQ inspectors do check that such a policy has been put in place.

Subjects studied at Rooks Heath School which are covered by this policy include, but are not restricted to all BTECs and Cambridge Nationals, and GCSE and GCE Art, English Spoken Language, Computer Science, Geography, Design & Technology, as well as practical sessions in the sciences.

The conduct of non-examination assessment is governed at all times by the regulations found in JCQ document "*Instructions for conducting non-examination assessments (new GCSE and GCE specifications 2023 - 2024)*". A copy of this document will be sent electronically to Heads of Department on an annual basis. In addition to this, the centre makes reference to "*AI Use in Assessments: Protecting the Integrity of Qualifications*" with staff and students in order to prevent malpractice.

## 1. Managing non-examination assessments

### Issuing of tasks

HoD must consult the relevant specification to obtain tasks and check the dates for issuing them.

### Task taking

Display of the JCQ *Unauthorised Items* poster and the JCQ *Warning to candidates* are not required. Candidates do not need to be directly supervised at all times. The use of resources, including the internet, is not tightly prescribed in all cases, but does depend on the qualification.

However, the School must ensure that there is sufficient supervision for work to be authenticated and that the work submitted for assessment is the candidate's own. In group activities the teacher should keep a record of each candidate's contribution.

Centres must ensure that candidates know what they have to do to comply with this policy and JCQ requirements and should be issued with the JCQ *Information for candidates – non-examination assessments*.

Feedback can be given in general terms, e.g. sources, relevance, structure of response, techniques, skills and H&S, but model answers or suggested layouts should not be discussed. Assistance cannot be given if it is explicitly prohibited in the specification. This would constitute malpractice.

For formally supervised sessions the use of resources is tightly prescribed and access to the internet may not be permitted, depending on the specification. Candidates are not allowed to bring their

own electronic devices. New resources cannot be introduced between formally supervised sessions for most qualifications, again depending on the specification.

#### Secure storage

All work done in formally supervised sessions must be stored securely in a cabinet or cupboard, or in the secure area of the school's computer network. All work, including that not required for moderation, must continue to be stored securely until the EAR window has closed.

#### Group work

Candidates are free to collaborate when producing research and preparatory work, but if a written account of the work is to be given it must be done on an individual basis. Members of the group would not normally be expected to obtain the same mark. This clause is particularly applicable to science practical sessions.

#### Authentication

Candidates must sign a declaration to confirm that the work is their own. If malpractice is suspected the Exams Officer must be informed in detail, and they in turn will inform the Head of Centre and relevant Heads of Year and Department.

If a teacher cannot confirm that the work is a candidate's own they will either not accept it for assessment, or they will give a zero mark. This includes work that a teacher suspects has been produced partly or wholly by Artificial Intelligence.

#### Presentation

All candidates must put their name, candidate and centre numbers and the component code as a header on each page. Candidates must write in black ink. If videos or photos of the candidate are included in the submission teachers must ensure informed consent from parents/carers had been obtained by the School. More detailed instructions can be found in the JCQ booklet *"Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)"*. The Exams Officer must be informed immediately if malpractice is suspected by the subject teacher.

## **2. Task Marking**

#### Externally assessed components

There are some externally assessed NEAs in the specifications studied at Rooks Heath School, which either require a Visiting Examiner or the work to be despatched to an examiner. The relevant HoDs must liaise with the Exams Officer as appropriate.

#### Internally assessed components

Marking should be done in accordance with the criteria detailed in the specification. Further details are given in the JCQ *"Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)"*. Teacher annotation should be used to provide evidence as to how and why marks have been awarded.

If no work is submitted an absent mark must be given.

The centre must inform candidates of their marks in writing, as a candidate is allowed to request a review of centre marking before marks are submitted to the awarding body. Any such review must be undertaken in good time to ensure the work is sent to the awarding body before the submission deadline. This review must be carried out by another, competent, member of staff, preferably in

the same department, who has not had previous involvement with the assessment of the candidate requesting the review. The reviewer must ensure that the marks are in line with the standardised marks agreed by the department.

Centres must make clear to candidates that any centre assessed marks are subject to change through the awarding body's moderation process.

#### Internal standardisation

The date on which the work was marked should be indicated on the cover sheet. Work must be marked to common standards and the centre must ensure that standardisation of marks across assessment takes place. This is the responsibility of the HoD. Further details are given in the JCQ booklet *"Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)"*.

Internal deadlines must be set in order to meet the submission deadline required by the awarding bodies. HoDs will liaise with the Exams Office to send work to moderators.

#### Storage of work after submission of marks

Departments must retain relevant attendance registers and all work securely until after the deadline for enquiries about results. Moderation samples sent in the post will be returned to HoD via the Exams Office and should also be securely stored.

Where work is stored electronically steps should be taken to ensure that there is a back-up procedure in place.

### **3. External Moderation**

The awarding body will specify the sample selected and inform the School. HoDs will liaise with the Exams Office to arrange sending the sample to the moderators.

Feedback forms are sent to the School at the same time as the results are issued. These may be sent electronically or printed. The Exams Officer will forward these to the relevant HoD.

### **4. Access arrangements and special consideration, including loss of work**

The Exams Officer should be contacted if any information is required about the implementation of access arrangements, and special consideration, including loss of work.

### **5. Malpractice**

If malpractice of any sort is suspected, the Exams Officer must be informed immediately.

Candidates must not:

- Submit work which is not their own;
- Make their work available to any other candidates through any medium;
- Allow other candidates to have access to their own independently sourced material;
- Assist other candidates to produce work;
- Use books, the internet or other sources without acknowledgement or attribution;
- Use or adapt work produced by Artificial Intelligence unless asked to do so by a teacher;
- Submit work that has been word processed by a third party without acknowledgement;
- Include inappropriate, offensive or obscene material.

- Post their work on social media.

Irregularities discovered prior to the candidate signing the authentication statement

This does not have to be reported to the awarding body and should be dealt with using the School's own internal procedures.

Irregularities discovered after the candidate has signed the authentication statement

The Head of Centre/Exams Officer must inform the awarding body using the appropriate forms. If irregularities are discovered on external moderation the Head of Centre must conduct a full investigation and report the matter back to the awarding body. In practice, the Exams Officer will usually complete and send the relevant forms, countersigned by the Head of Centre.

## **6. Any other issues**

Refer to the JCQ booklet *"Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)"*

## **7. Practical Skills Endorsement for A Level Sciences**

Full details are given in Appendix 1 of *"Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)"* and it is the Head of Department who is responsible for keeping to these guidelines.

The minimum amount of information to be recorded is as specified in the *Instructions for conducting non-examination assessments (reformed GCSE and GCE specifications 2023 - 2024)*.

Students must also keep records of their practical work.

Inspection

Exam centres will be inspected by JCQ. Practical sessions may be observed and records will be inspected. JCQ inspectors will give two weeks' notice for this type of inspection, unlike normal exams inspections, which are unannounced.