



## LANGDON PARK'S GCSE NON-EXAMINATION POLICY

Updated September 2022

**The purpose of this policy, as defined by JCQ, is to:**

1. Cover procedures for planning and managing Non-Examination Assessments (NEA).
2. Define staff roles and responsibilities with respect to non-examination assessments
3. Manage risks associated with non-examination assessments



PROFESSIONALISM

INCLUSION

PEDAGOGY

CURRICULUM

## Introduction

Controlled non-examination assessment is a form of internal assessment where the control levels are set for each stage of the process – task setting, task taking and task marking. In most subjects, work will be marked internally by the centre and moderated by the awarding body. In a few cases the marking will be done entirely externally.

### 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

### Roles and responsibilities

#### Head of centre will:

- ✚ ensure that each subject area carries out non-examination assessment in accordance with the latest JCQ instructions
- ✚ Returns on on-line Head of Centre declaration 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 centre’s internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre’s marking
- ✚ Ensures that the centre’s non-examination assessment policy is fit for purpose

- ✚ co-ordinate a schedule for non-examination assessment to take place with the help of Subject leaders, and manage any issues arising from the schedule
- ✚ ensure that the schedule is made accessible to staff, pupils and parents

**Senior leaders will:**

- ✚ 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

**Subject leaders will:**

- ✚ decide upon the most appropriate awarding body and non-examination assessment for their pupils
- ✚ work with the Curriculum Lead to schedule any non-examination assessments at appropriate times, and to comply with any awarding bodies' instructions
- ✚ retain work safely and securely until such time as the work is required for moderation
- ✚ ensure that marking is standardised
- ✚ ensure that all work is completed according to the JCQ regulations and school and department policies
- ✚ inform the school SENCO of any requirements for access arrangements
- ✚ will ensure that the use of electronic devices, including computers, complies with the regulations appropriate to the task being undertaken
- ✚ will gain permission from parents for the use of any photographic evidence involving any pupils

- ✚ will keep a record of each and every period of non-examination assessment completed in their subject area

**Teachers will:**

- ✚ comply with all relevant JCQ, school and department guidelines on non-examination assessment
- ✚ work with Subject leaders to set appropriate tasks within the schedule agreed with the SLT/Curriculum Lead
- ✚ supervise at the appropriate level of control the completion of all tasks, only giving assistance as the regulations allow
- ✚ ensure that authentication forms are completed by each candidate, and any other relevant paperwork is completed in conjunction with the Subject leader
- ✚ mark as per the relevant mark scheme, keep securely a record of those marks and the work completed, and contribute to a moderation process within the centre and when the work is requested by the awarding body

**The Examinations Officer will:**

- ✚ complete all candidates' entries for 'cash-in' and unit entries
- ✚ ensure the correct completion of relevant mark sheets by staff, and the posting of mark sheets and work to the relevant awarding body and/or external moderators
- ✚ Signposts the annually updated JCQ publication Instructions for conducting non-examination assessments to relevant centre staff
- ✚ Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment
- ✚ Where required, supports the head of centre in investigating and reporting incidents of alleged, suspected or actual malpractice

**The SENCO will** ensure that the appropriate access arrangements are available to the pupils who are entitled to them

### **Task setting**

#### **Subject teacher**

1. Selects tasks to be undertaken where a number of comparable tasks are provided by the awarding body or designs tasks where this is permitted by criteria set out within the subject specification
2. Makes candidates aware of the criteria used to assess their work
3. Determines when set tasks are issued by the awarding body
4. Identifies date(s) when tasks should be taken by candidates
5. Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
6. Ensures requirements for legacy specification tasks and new specification tasks are distinguished between task taking

#### **Supervision: Subject teacher**

1. Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
2. Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
3. Ensures there is sufficient supervision to ensure the work a candidate submits is their own
4. Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own.
5. Where candidates may work in groups, keeps a record of each candidate's contribution
6. Ensures candidates are aware of the current JCQ documents Information for candidates - non-examination assessments and Information for candidates - Social Media

7. Ensures candidates understand and comply with the regulations in relevant JCQ documents Information for candidates

### **Authentication procedures**

#### **Subject teacher**

1. Where required by the awarding body's specification - 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
2. 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
3. Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector
4. 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
5. 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

### **Presentation of work**

#### **Subject teacher**

1. 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
2. Instructs candidates to present work as detailed in NEA unless the awarding body's specification gives different subject-specific instructions
3. 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

## **Keeping materials secure**

### **Subject teacher**

1. When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)
2. When work is submitted by candidates for final assessment, ensures work is securely stored
3. Follows secure storage instructions as defined in NEA
4. Takes sensible precautions when work is taken home for marking
5. Stores internally assessed work, including the sample returned after awarding body moderation, securely until all possible post-results services have been exhausted
7. 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
8. If post-results services have been requested, returns internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed
9. 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 (Reminds candidates of the contents of the JCQ document Information for candidates – Social Media)
10. Where work is stored electronically, liaises with the IT Manager to ensure the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access to it between sessions

### **IT Manager**

1. Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
2. Restricts access to this material and utilises appropriate security safeguards such as firewall protection and virus scanning software

3. Employs an effective back-up strategy so that an up to date archive of candidates' evidence is maintained
4. 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

### **Good Practice**

Non-examination assessments should be undertaken in formal conditions where pupils are not in possession of mobile phones, are working on their own in a quiet atmosphere and are not giving or asking for help from other pupils. They should be made aware of the regulations regarding the conduct of non-examination assessments, and the penalties for plagiarism and malpractice.

### **Malpractice**

Pupils must complete their own work to the best of their ability without help from outside (internet sites, other pupils, parents and teachers). The SLT/Curriculum Lead will investigate any suspected cases of plagiarism or malpractice. The Head teacher will be informed of the outcome of these investigations, and will decide upon the correct course of action. This will depend largely upon whether the work has already been sent off to be moderated, in which case the awarding body will have to be notified in the appropriate way. If the work is still in the centre the Head teacher will decide upon the appropriate method of dealing with the allegations. Where there is an allegation of teacher malpractice it will be investigated and dealt with where appropriate under the disciplinary policy of the school.

### **Head of centre**

1. Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff
2. Is familiar with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*- <https://www.jcq.org.uk/exams-office/malpractice>



3. Ensures that those members of teaching staff involved in the direct supervision of candidates producing nonexamination assessment are aware of the potential for malpractice and ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

*This policy will be reviewed annually, and should be read in conjunction with the Examinations Policy of the school.*