

# Non-Examined Assessment Policy

September 2022

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## 1. Objectives of this policy

- Define staff roles and responsibilities with respect to Non-Examination Assessments
- Manage risks associated with Non-Examination Assessments
- Define and specify levels of control for Non-Examination Assessments task taking

## 2. Definition

**Non-Examination Assessments** is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

**Non-Examination Assessments** applies control over internal assessment at three points: task setting; task taking; and task marking. Three levels of control apply – high, medium and low.

## 3. Responsibilities

Head of Centre:

- to be familiar with Joint Council for Qualifications (JCQ) instructions for conducting Non-Examination assessment.
- responsible to relevant GCSE awarding bodies to ensure that all Non-Examination assessments are conducted according to qualification specifications.

SLT member responsible for Non-Examination assessment:

- in collaboration with Heads of Department, Exams Officer and SENCO, produce a calendar of Non-Examination assessments and circulate to all staff to avoid clashes with Academy trips or other activities.
- Ensure circulation of JCQ instructions for conducting Non-Examination assessment to all staff.

Examinations Officer:

- to be familiar with JCQ instructions for conducting Non-Examination assessment and other related JCQ documents.
- to be familiar with general instructions relating to Non-Examination assessment from each relevant awarding body.
- in collaboration with Heads of Department/Teachers in Charge of Subject, to submit Non-Examination assessment marks to the relevant awarding body at the appropriate time.
- in collaboration with Heads of Department/Teachers in Charge of Subject, dispatch students' assessments for moderation.
- in collaboration with Heads of Department/Teachers in Charge of Subject, make appropriate arrangements for the security of Non-Examination assessment materials.
- in collaboration with Heads of Department/Teachers in Charge of Subject, apply for special consideration for students who have experienced long absences.
- in the event of suspected malpractice, the appropriate exam board must be informed
- in the event that a student's work is lost within the Academy, this must be reported to the appropriate exam board.

#### Head of Department / Teacher in Charge:

- to be familiar with JCQ instructions for conducting Non-Examination assessment.
- to understand and comply with specific instructions relating to controlled assessment for the relevant awarding body.
- to obtain the Non-Examination assessment from the relevant exam board.
- to plan and choose the most appropriate time for the Non-Examination assessments to take place and inform SLT, Exams Officer and SENCO, taking into account the accommodation and resources required.
- to notify the Exams Officer when High level Non-Examination assessments are taking place.
- to ensure that where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the Academy if more than one teacher is involved in the assessing.
- to ensure that Authentication forms are signed by the teachers and students.
- in collaboration with the Exams Officer dispatch students' assessments for moderation.
- in collaboration with the Exams Officer, make appropriate arrangements for the security of Non-Examination assessment materials.
- to ensure that all assessment materials must be locked in suitable secure cabinet /storage facility at the end of each session.
- to collaborate with IT Support to create separate user accounts for exam use which must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during controlled sessions. If work is saved onto memory sticks these must be collected in after each session and locked away securely in a suitable secure cabinet.
- to ensure that students work is securely stored until all results have been verified and the specified period of time following this.
- To ensure students do not publicise work on social media during the Non-Examination assessment.
- in collaboration with SENCO and Exams Officer ensure that special access arrangements are adhered to.
- in the event of a student absence, the teacher must allow that student the chance to make up the time if permitted and necessary.
- in collaboration with the Exams Officer apply for special consideration for students who have experienced long absences.
- in the event of suspected malpractice, the appropriate exam board must be informed
- in the event that a student's work is lost within the Academy, this must be reported to the appropriate exam board.

#### SENCO:

- to be familiar with JCQ instructions for conducting Non-Examination assessment with reference to special access arrangements.
- to be aware of the level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that the students are under exam conditions.
- co-ordinate requests for special access arrangements.

#### Subject Teachers:

- to undertake Non-Examination assessments in accordance with the specific instructions from the relevant awarding body.
- to take part in the appropriate departmental standardisation of Non-Examination assessments.
- to ensure that all assessment materials are locked in suitable secure cabinet or storage facility at the end of each session.

- to ensure that if work is saved onto memory sticks these must be collected in after each session and locked away securely in a suitable secure cabinet.
- to ensure that attendance records from assessment sessions are kept.
- to ensure that students work is securely stored until all results have been verified.
- To ensure that work submitted electronically, meets the awarding body's specified requirements.

#### 4. Task Setting

In accordance with specific awarding body guidelines, Heads of Department/Teacher in Charge of Subject will be responsible for the selection of Non-Examination assessment task forms from the appropriate list or for setting appropriate centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

#### 5. Task Taking

Non-Examination Assessment tasks will be undertaken with three levels of supervision:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Heads of Department/Teachers in Charge of Subject will be responsible for ensuring that the appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification. Relevant display materials must be removed or covered. Work may be hand written in black ink or word processed. Printouts, charts and videos can be included where appropriate. All work should be handed in at the end of each session.

At this Academy **formal supervision** means:

- candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher.
- use of resources and interaction with others will be limited to what has been specified by the awarding body.
- tasks will be undertaken during normal timetabled lessons in the usual base unless alternative arrangements are requested in advance.
- use of mobile phones and internet / email access will be prohibited.
- if candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away securely.
- subject specific material with direct relevance to an assessment task will be covered up or removed.
- a record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all the students present for the assessment session(s).
- a separate record of any incidents which occur during assessments will also be kept.

At this Academy **informal supervision** means:

- interaction with others, including group work is permitted.
- the level of supervision applied ensures that the Academy is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work.
- sources used by the candidate are clearly recorded.

At this Academy **limited supervision** means:

- some aspects of work may be undertaken completely without supervision/outside the classroom – this may include research and data collection.
- class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Collaboration and Group work

- Where the specification permits, some assignments may be undertaken as part of a group.
- The specification may place a restriction on the maximum size of the group. It must be possible to attribute assessable outcomes to individual candidates.
- Where an assignment requires written work to be produced, each candidate must write up his/her own account of the assignment. It is acceptable for all members of the group to record the same data. However, each candidate must use his/her own words to describe how the data was obtained and draw his/her own conclusions.
- Where an artefact or a performance is required, candidates may collaborate, but their responses must be their own and their individual contributions must be clearly identified.
- The contribution of each individual candidate must be clear from both the work itself and, if applicable, the record forms.

## 6. Task Authentication and Marking

Each year, before the first Non-Examination assessment is conducted in Academy, all KS4 students completing any Non-Examination assessments will be issued with a copy of the JCQ Information for Candidate: Non-Examination Assessment. Candidates will be reminded of the key points from this document before completing each task.

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged.

Class teachers responsible for supervising and marking Non-Examination assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

This Academy will use the JCQ declaration of authentication for Non-Examination assessments or a similar document provided by the relevant awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this will be referred to the relevant Head of Department and Exams Officer who will follow the guidance set out in the JCQ instructions for Non-Examination assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a teacher teaches his/her own child, this will be declared as a conflict of interest and assessment work will be sent to the moderator whether it has been requested as part of the sample or not.

If a Non-Examination assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

## 7. Factors affecting individual candidates

If a candidate misses part of a Non-Examination assessment task through absence, an alternative supervised session will be organised.

If suspected malpractice occurs, The Exams Officer will be informed and the appropriate action taken.

The Academy will follow the procedures set out in the JCQ guidelines if assessment tasks are lost or accidentally destroyed at the Academy. If work is lost by a member of staff because it was not securely locked, the Head Teacher may take disciplinary action.

Special Access Arrangements do apply to Non-Examination assessment tasks and will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the SENCO.

The Academy will consider requests to repeat Non-Examination assessment tasks if they are made before the marks have been submitted to the relevant body. Decisions will be made on an individual basis, by SLT in consultation with Heads of Department or Teachers in Charge.

If a Non-Examination assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

## 8. Schedule for Controlled Assessment

The Academy will produce a schedule showing periods of Non-Examination assessment for each subject. This will be linked to the whole Academy calendar and extra-curricular events in order to prevent candidates missing important assessments. As far as possible the Academy will adhere to the published schedule of assessments