



NON EXAMINATION ASSESSMENT POLICY

Reviewer: Mr M Lamble

Reviewed: January 2021

Ratified by the Curriculum and Standards Committee on 29 January 2021

SIGNED:

DATE:

CONTENTS

1.	Introduction.....	3
2.	Procedures for planning and managing non-examination assessments and identifying roles and responsibilities.....	3
	- The basic principles.....	3
	- Task setting.....	5
	- Issuing of tasks.....	5
	- Task taking.....	5
	<i>Supervision.....</i>	5
	<i>Advice and feedback.....</i>	5
	<i>Resources.....</i>	6
	<i>Word and time limits.....</i>	6
	<i>Collaboration and group work.....</i>	6
	<i>Authentication procedures.....</i>	6
	<i>Presentation of work.....</i>	7
	<i>Keeping materials secure.....</i>	7
	- Task marking – externally assessed components.....	8
	<i>Conduct of externally assessed work.....</i>	8
	<i>Submission of work.....</i>	9
	- Task marking – internally assessed components.....	9
	<i>Marking and annotation.....</i>	9
	<i>Internal standardisation.....</i>	10
	<i>Submission of marks and work for moderation.....</i>	10
	<i>Storage and retention of work after submission of marks.....</i>	11
	<i>External moderation – the process.....</i>	12
	<i>External moderation – feedback.....</i>	12
	- Access arrangements.....	12
	- Special Consideration.....	13
	- Malpractice.....	13
	- Post results services.....	14
	- Spoken Language Endorsement for GCSE English Language specifications designed for use in England.....	15
	- GCSE Computer Science.....	16
3.	Management of issues and potential risks associated with non-examination assessments	16
4.	Appendix	21

1 Introduction

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*

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’.”

Definition taken directly from the JCQ publication [Instructions for conducting 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.

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

The basic principles

Head of Centre

- Ensures that the centre’s *non-examination assessment policy* is fit for purpose
- Ensures the centre’s *internal appeals procedures* clearly details the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks
- Returns an online “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

Deputy Head Teacher

- Ensures that the correct conduct of non-examination assessments comply with the NEA policy and awarding body subject-specific instructions
- Ensures that the Centre-wide calendar which records assessment schedules is updated at the start of the academic year
- Confirms with heads of department that appropriate awarding body templates for non-examination assessments 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 record relevant information given to candidates by subject teachers
- Ensures appropriate centre-devised templates are provided to 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.
- Will inform the Awarding Body if a teacher teaches his/her own child

Head of Department

- Ensures subject teachers in their department understand their role and responsibilities within the non-examination assessment process
- Ensures *JCQ Instructions for conducting non-examination assessments* and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments
- Liaises with the Deputy Head teacher 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 for the qualification or is made as a separate unit entry code) by the internal deadline for entries

Subject teacher

- Understands and complies with the general instructions as detailed in *JCQ Instructions for conducting non-examination assessments*
- 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

Examinations Manager

- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment
- Reminds Heads of department to submit marks to the Awarding Body via their websites before the specified deadlines
- Apply for Special Consideration upon request if the candidate is eligible

- Signposts to staff the annually updated JCQ publication Instructions for conducting non-examination assessments

Task setting

Subject teacher

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

Issuing of tasks

Subject teacher

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

Task taking

Supervision

Subject teacher

- 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
- Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own
- Where candidates work in groups, keeps a record of each candidate's contribution
- Ensures candidates are aware of the current JCQ documents *Information for candidates - non-examination assessments* and *Information for candidates - Social Media*

Advice and feedback

Subject teacher

- Before candidates start working on a task the subject teacher gives them whatever advice is permitted by the subject specification
- Will not provide candidates with model answers or outlines/headings specific to the task
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates

- Allows 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 amend it

Resources

Subject teacher

- Refers to the awarding body's specification and/or associated documentation to determine if candidates can 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 appropriate arrangements are in place to keep the work to be assessed and any preparatory work, secure between any formally supervised sessions including work that is stored electronically
- Ensures conditions for any formally supervised sessions are understood and followed by candidates
- Ensures that 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 must keep a detailed record of their own research, planning, resources etc.

Word and time limits

Subject teacher

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

Collaboration and group work

Subject teacher

- 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 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

Authentication procedures

Subject teacher

- Where required by the awarding body's specification
 - ensures candidates sign a declaration confirming the work they submit for final assessment is their own 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 as detailed in the *JCQ Instructions for conducting non-examination assessments* and informs the Deputy Head teacher immediately
- Understands that if, during the external moderation, it is found that the work has not been properly authenticated, the Awarding Body will set the marks(s) awarded to zero.

Presentation of work

Subject teacher

- Instructs candidates to present work as detailed in the *JCQ Instructions for conducting non-examination assessments (page 12)* 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
- Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidate will be included as evidence of participation or contribution

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 the *JCQ Instructions for conducting non-examination assessments (page 13)*
- Takes sensible precautions if work is taken home for marking
- Stores internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for reviews of results or until the outcome of a review or any subsequent appeal has been completed
- 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. Candidates should be referred to the *JCQ Document Information for Candidates – social media*

- 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
- Teachers are allowed to take work home as long as they take sensible precautions regarding its security
- During the period of the submission of work for formal assessment until the deadline for requesting a review of results, candidates may use copies of work for other purposes, e.g. in a competition, provided that the originals are stored securely by the centre. Any material which is not required for moderation purposes (or any subsequent review) may also be freely used by the candidate. This applies to artefacts in Design and Technology where only photographic evidence is needed for moderation and any subsequent review. Where original work is used for moderation, as in Art and Design, a teacher must be present if, during this period:
 - Assessed work is exhibited
 - A candidate takes assessed work to an interview
 - The work is removed from secure storage for any other reason

IT Manager

- Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
- 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 of candidates' 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

Task marking – externally assessed components

Conduct of externally assessed work

Subject teacher

- Liaises with the Exams Manager regarding the arrangements for any externally assessed components of a specification which must be conducted within a window of dates specified by the awarding body and according to JCQ Instructions for conducting examinations
- Liaises with the Visiting Examiner where this may be applicable to any externally assessed component

Examinations Manager

- Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification
- Ensures the externally assessed component is conducted within the window specified by the awarding body

- Conducts the externally assessed component according to the JCQ publication *Instructions for conducting examinations*

Submission of work

Subject teacher

- Provides the attendance register to a Visiting Examiner

Examinations Manager

- 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 the completed attendance register accompanies the work
- Keeps a copy of the attendance register until after the deadline for reviews of results for the exam series
- Packages the work as required by the awarding body and attaches the examiner address label. The package in which the work is despatched must be robust and securely fastened
- Despatches the work to the awarding body's instructions by the required deadline
- Any digital media sent to exam boards/examiners must be encrypted to ensure the security of the data stored within it. Awarding Body guidance must be sought to ensure the method of encryption is suitable

Task marking – internally assessed components

Marking and annotation

Head of centre

- Ensures where a teacher teaches his/her own child, a conflict of interest is declared to the awarding body and the marked work of the child is submitted for moderation whether it is part of the moderation sample or not

Head of department

- Sets timescales for teachers to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted by the awarding body external deadline (See Appendix 1)

Subject teacher

- Marks candidates' work in accordance with the marking criteria provided by the awarding body
- If some work has been produced by the student, it must be assessed against the subject criteria and mark scheme and the appropriate mark is awarded. If none of the work submitted is worthy of credit, a mark of zero will be given
- If a candidate submits no work whatsoever when marks are submitted to the Awarding Body the candidate must be recorded as absent (and not award a mark of zero)
- Uses annotation to provide evidence to indicate how and why marks have been awarded. This is to facilitate internal standardisation of marking and to enable external moderation to check that marking is in line with the assessment criteria
- Ensures candidates are informed to the timescale set by the Head of Department of their centre assessed marks which could be subject to change by the awarding body moderation process. The procedure in Appendix 1 is followed
- If a teacher has doubts that the work presented is the candidate's own work the work should not be accepted for assessment and a zero should be recorded for internally assessed work.
- If there is a concern that malpractice may have occurred or if the work cannot be authenticated the Deputy Headteacher in charge of exams should be informed.
- 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

Internal standardisation

Head of department

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

Subject teacher

- Indicates on work (or cover sheet) the date of marking
- Marks to common standards
- Keeps candidates work secure until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later

Submission of marks and work for moderation

Subject teacher/Head of Department

- Sets internal deadlines that allows the department to accommodate any candidate requests for reviews of marking and to meet the deadline for the submission of marks and candidates' work, as published by the awarding body

- Inputs and submits marks online via the awarding body secure extranet site and also keeps a record of the marks
- Provides marks to the Exams Manager by the internal deadline
- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors
- Submits the requested samples of candidates' work to the awarding body moderator by the external deadline, keeping a record of the work submitted. The package in which the work is dispatched must be robust and securely fastened
- Submits any supporting documentation required by the awarding body
- 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 where a candidate's work has been facilitated by a scribe or practical assistant, the relevant completed cover sheet is securely attached to the front of the work and sent to the moderator in addition to the sample requested
- Where a teacher is teaching, preparing and assessing a candidate with whom he/she has a close relationship e.g. members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) the centre must declare the possible conflict of interest to the relevant awarding body and submit the marked work for moderation sample

Examinations Manager

- Confirms with subject teacher/head of department that marks have been submitted by the awarding body deadline
- Confirms with subject teacher/head of department that the moderation sample has been submitted by the awarding body deadline
- Ensures that for postal moderation
 - Work is dispatched in packaging provided by the awarding body and the package must be robust and securely fastened
 - Moderator label(s) provided by the awarding body are affixed to the packaging
 - Proof of postage is obtained and kept on file until the successful issue of final results
- Through the subject teacher/head of department, 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 any digital media sent to the exam boards is encrypted to ensure the security of the data stored within it. Awarding Body guidance must be sought to ensure the method of encryption is suitable

Storage and retention of work after submission of marks

Subject teacher

- Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample

- Retains all marked candidates' work (including any sample returned after moderation) under secure conditions until after the deadline for enquiries about results
- In liaison with the IT Manager 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, audio or media recordings)

Examinations Manager

- Ensures any sample returned after moderation is logged and stored in the Examination secure storage until the October half term. It is then returned to the head of department

External moderation – the process

Subject teacher

- Ensures that the awarding body or its moderator receive the correct samples of candidates' work
- Where relevant, liaises with the awarding body/moderator where the moderator visits the centre to mark the candidates' work
- Complies with any request from the moderator for remaining work or further evidence of the centre's marking

External moderation - feedback

Examinations Manager

- Copies moderator reports and distributes to head teacher, deputy head teacher and heads of department

Head of department

- Checks the final moderated marks when issued to the centre when the results are published
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series

Access Arrangements

Subject teacher

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

Special educational needs coordinator (SENCo)

- Follows the regulations and guidance in the JCQ publication *Access Arrangements and Reasonable Adjustments*
- 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

Special Consideration

Subject teacher

- 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

Examinations Manager

- 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 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

Malpractice

Head of centre

- 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*
- Ensures that those members of teaching staff involved in the direct supervision of candidates producing non-examination 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 to malpractice in itself

1. Subject teacher

- Is aware of the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work* to mitigate against candidate and centre malpractice

- Ensures candidates understand the JCQ document *Information for candidates - non-examination assessments*
- Ensures candidates understand the JCQ document *Information for candidates - Social Media*. Candidates must not publicise their work e.g. by posting it on social media
- Ensures candidates understand what constitutes malpractice in non-examination assessments
- Reports any alleged, suspected or actual incidents of malpractice involving candidates to the head of centre

Examinations Manager

- Provides the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* to the head of centre
- Refers Heads of Department to the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work*
- Distributes to candidates the relevant JCQ information for candidate's documents
- Where required, supports the head of centre in investigating and reporting incidents of suspected malpractice

Post-results services

Head of centre

- Ensures the centre's *internal appeals procedures* clearly details the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a review of results request or not supporting an appeal following the outcome of a review of results

Head of department

- Provides relevant support to subject teachers making decisions about review of results
- Provides advice and guidance to candidates on their results and the post-results services available
- Supports the Exams Manager in collecting candidate consent where required
- If requesting a review of moderation provides the Exams Manager with the original sample or relevant sample of candidates' work that may be required

Subject teacher

- Provides advice and guidance to candidates on their results and the post-results services available
- Supports the Exams Manager in collecting candidate consent where required

Examinations Manager

- 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*
- Provides information to relevant centre staff and candidates regarding 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 before the deadline
- Collects candidate consent where required

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

Head of centre

Returns an on-line 'Head of Centre' declaration at the time of the 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

Deputy Head teacher

- Ensures the appropriate arrangements are in place for internal standardisation of assessments

Head of department

- Confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England* and ensures any relevant JCQ/awarding body instructions are followed
- 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

Subject teacher

- 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

Examinations Manager

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings

GCSE Computer Science

- For 2020/2021 the Programming Project remains a requirement and students should be given 20 hours of time to complete the Programming Project.
- Students do not need to be directly supervised by their teacher when completing the Programming Project. This means that students may now complete the Programming Project remotely at home or in school, or a mixture of both.
- A sample of Programming Project work will **not** need to be submitted to the awarding body

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

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Centre staff malpractice	<p><i>Records confirm that relevant centre staff are familiar with and follow:</i></p> <ul style="list-style-type: none"> • <i>the current JCQ publication Instructions for conducting non-examination assessments</i> • <i>the JCQ document Notice to Centres – Sharing NEA material and candidates' work</i> 	Exams Manager
Candidate malpractice	<p><i>Records confirm that candidates are informed and understand they must not:</i></p> <ul style="list-style-type: none"> • <i>submit work which is not their own</i> • <i>make available their work to other candidates through any medium</i> • <i>allow other candidates to have access to their own independently sourced material</i> • <i>assist other candidates to produce work</i> • <i>use books, the internet or other sources without acknowledgement or attribution</i> • <i>submit work that has been word processed by a third party without acknowledgement</i> • <i>include inappropriate, offensive or obscene material</i> <p><i>Records confirm that candidates have been made aware of the JCQ documents Information for candidates – non-exam assessments and Information for candidates – Social Media and understand they must not post their work on social media</i></p>	Subject teachers Exams Manager
Task setting		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	<p><i>Awarding body key date for accessing/downloading set task noted prior to start of course</i></p> <p><i>IT systems checked prior to key date</i></p> <p><i>Alternative IT system used to gain access</i></p> <p><i>Awarding body contacted to request direct email of task details</i></p>	Subject teacher IT Manager Exams Manager
Centre set task: Subject teacher fails to meet the assessment	<p><i>Ensures that subject teachers access awarding body training information, practice materials etc.</i></p>	Head of department

criteria as detailed in the specification	<i>Records confirmation that subject teachers understand the task setting arrangements as defined in the awarding body's specification</i> <i>Samples assessment criteria in the centre set task</i>	
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</i> <i>Records confirm all candidates understand the marking criteria</i> <i>Candidates confirm/record they understand the marking criteria</i>	Subject teachers
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>	Deputy Head teacher
A candidate (or parent/carer) expresses concern about safeguarding or confidentiality in undertaking a task such as a presentation that may be recorded	<i>Ensures the candidate's presentation does not form part of the sample which we will be recorded</i> <i>Contacts the awarding body at the earliest opportunity where unable to record the required number of candidates for the monitoring sample</i>	Heads of department Exams Manager
Issuing of tasks		
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</i> <i>Course information issued to candidates contains details when set task will be issued and needs to be completed by</i> <i>Set task accessed well in advance to allow time for planning, resourcing and teaching</i>	Heads of department Subject teachers
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</i> <i>Awarding body guidance sought where this issue remains unresolved</i>	Subject teachers Heads of department Deputy Head teacher Exams Manager
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>	Deputy Head teacher
Task taking		
Supervision		
Planned assessments clash with other centre or candidate activities	<i>Assessment plan identified for the start of the course</i> <i>Assessment dates/periods included in centre wide calendar</i>	Deputy Head teacher
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</i> <i>Staggered sessions arranged where IT facilities insufficient for number of candidates</i> <i>Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply)</i>	Deputy Head teacher Head of department Subject teacher Exams Manager
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>	Exams Manager to send out policy
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</i>	Head teacher Deputy Head teacher Head of department Subject teachers Exams Manager
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>	Exams Manager SENCo
Advice and feedback		
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>	Deputy Head teacher Head of Department Subject teacher

	<i>Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component Candidate confirms/records advice and feedback given prior to starting on their work</i>	
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 Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all advice and feedback given to candidates during the task-taking stage as appropriate to the subject and component Candidate confirms/records advice and feedback given during the task-taking stage</i>	Deputy Head teacher Head of Department Subject teacher
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 Records as detailed above are provided to confirm all assistance given Where appropriate, a suspected malpractice report is submitted to the awarding body</i>	Head teacher Deputy Head teacher Subject teacher Exams Manager
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 Candidate is again referred to the JCQ document Information for candidates: non-examination assessments Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	Subject teacher
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 Candidate is again referred to the JCQ document Information for candidates: non-examination assessments Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	Subject teacher
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>	Subject teacher
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 If so, arrangements for supervision, authentication and marking are made separately for the candidate</i>	Deputy Head teacher Exams Manager
Resources		
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 Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions</i>	Subject teacher
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 Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately 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>	Subject teacher

Word and time limits		
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 Where limits are for guidance only, candidates are discouraged from exceeding them Candidates confirm/record any information provided to them on word or time limits is known and understood</i>	Subject teacher
Collaboration and group work		
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 Awarding body guidance sought where this issue remains unresolved</i>	Deputy Head teacher Exams Manager
Authentication procedures		
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 Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments 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 The candidate's work is not accepted for assessment A mark of zero is recorded and submitted to the awarding body</i>	Subject teacher Exams Manager
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 Candidates confirm/record they understand what they need to comply with the regulations as outlined in the JCQ document Information for candidates: non-examination assessments Declaration is checked for signature before accepting the work of a candidate for formal assessment</i>	Subject teacher
Subject teacher not available to sign authentication forms	<i>Ensures a centre-wide 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>	Deputy Head teacher
Presentation of work		
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>	Subject teacher Head of department
Keeping materials secure		
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 Regular monitoring ensures subject teacher use of appropriate secure storage</i>	Secure storage in each department
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 Alternative secure storage sourced where required</i>	Deputy Head teacher
Candidates work produced electronically is not securely stored	<i>Records confirm subject teachers are aware of and follow current JCQ publication Instructions for conducting non-exam assessments Internal processes and regular monitoring/internal audit by IT Manager ensures:</i> <ul style="list-style-type: none"> • access to this material is restricted • appropriate security safeguards are in place • an effective back-up strategy is employed so that an up to date archive of candidate's evidence is maintained • any sensitive digital media is encrypted(according to awarding body's guidance) to ensure the security of the data stored 	Deputy Head teacher IT Manager
Task marking – externally assessed components		

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 If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate</i>	Exams Manager
	<i>The candidate is marked absent on the attendance register</i>	Subject teacher
Task marking – internally assessed components		
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 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>	Subject teacher
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>	Exams Manager
The work of a candidate is lost or damaged	<i>Relevant staff are signposted to the JCQ publication Instructions for conducting non-examination assessments (section 8), to determine eligibility and the process to be followed for lost or damaged work</i>	Exams Manager
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</i>	Head teacher Deputy Head teacher Exams Manager
A teacher marks the work of a candidate whom they have a close relationship e.g. members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)	<i>A conflict of interest is declared by informing the awarding body that a teacher is teaching the said 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>	Exams Manager
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>	Exams Manager
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>	Exams Manager
A candidate wishes to appeal the marks awarded for their work by their teacher	<i>See Appendix 1 below</i>	Subject teacher 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>	Subject teachers Exams Manager
Deadline for submitting marks and samples of candidates work ignored by subject teacher	<i>Reminders of deadlines are issued through subject heads as deadlines approach Exams Manager reminds heads of department of deadlines</i>	Heads of department Subject teachers Exams Manager
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>	Deputy Head teacher

Appendix

APPENDIX 1

Reviews of marking – centre-assessed marks

After candidates work has been internally assessed, it is moderated by the awarding body. The moderation process may lead to mark changes. This process is outside the control of Culcheth High School and is not covered by this procedure.

- Teaching staff will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Teaching staff must ensure that candidates are informed of their marks with sufficient time if a review needs to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the Awarding Body deadlines
- Teaching staff will inform candidates that they may request copies of materials (for example a copy of their marked work, the relevant specification, the mark scheme and any other subject-specific documents) to assist them in their decision as to whether to request a review of the centre's marking of the assessment. Teachers will also inform the student that a fee will be charged (and how much the fee will be) if they request a review. Teachers will inform candidates if they wish to appeal they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work meeting the published assessment criteria
- If materials are requested by the candidate, teaching staff must promptly make them available to the candidate within 2 working days. Candidates must be informed that they will not be allowed access to original assessment material unless supervised
- Teaching staff will provide candidates with sufficient time for the candidate to review the materials and reach a decision
- Requests for reviews of marking must be made in writing by the candidate (by email or letter) to the subject teacher within 3 working days of receiving copies of the requested materials. Students should explain on their request why they wish to request a review and what they believe the issue to be
- If a review of marking request is received by the teacher, it must be passed to the Head of Department immediately. The Head of department will organise for a review of marking by an assessor who has appropriate competence, has had no involvement in the assessment of that candidate and has had no personal interest in the review
- If the teacher receiving the request is the Head of the Department, it must be passed to their SLT Line Manager immediately. The SLT member will organise for a review of marking by an assessor who has appropriate competence, has had no involvement in the assessment of that candidate and has had no personal interest in the review.
- The Head of Department/SLT member will allow 5 working days for the review to be carried out
- The Head of Department/SLT member will instruct the assessor to ensure that the candidate's mark is consistent with the standard set by the centre

- The candidate will be informed by the Head of Department in writing of the outcome of the review of the centre's marking
- The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. The Head of Centre will have the final decision if there is a disagreement on the mark to be submitted to the Awarding Body. A written record will be kept and made available to the awarding body upon request. If the review of marking brings any irregularity in procedures to light, the awarding body will be notified.
- Centres must inform the awarding body if they do not accept the outcome of a review