



# ST CLEMENT'S HIGH SCHOOL

## Non-examination assessment policy

This policy covers the delivery of reformed GCSE and Level 1/2 qualifications which contain any component of non-examination assessment. For the purpose of this policy non-examination assessment (NEA) refers to any form of assessment that is not externally set and taken by candidates at the same time under controlled conditions. NEA therefore includes but is not limited to, internal assessment. Externally marked and or externally set practical examinations taken at different times across different centres are also classified as NEA.

The purpose of this policy is to outline procedures relating to the planning and management of NEAs, define staff roles and responsibilities and manage associated risks involved with NEAs.

### Outlining staff roles and responsibilities in the planning and management of NEAs

#### **Head of centre**

- Is familiar with JQC requirements and instructions for conducting NEAs
- Ensures that the centre's NEA and appeals against NEA marks policies are fit for purpose
- Ensures that the senior leadership team are aware of their roles and responsibilities in planning and managing NEAs
- Reports and investigates as necessary any report of suspected malpractice.

#### **Senior leadership team**

- Accountable for the safe and secure conduct of all NEAs
- At the beginning of the academic year begin coordinating with heads of department to schedule NEAs
- Map overall resource management requirements for the academic year and resolve clashes/problems with the timing or operation of the

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NEAs and any issues arising from the need for particular resources (rooms, IT equipment, time out of school, travel arrangements etc.)

- Ensure that all staff involved, including exams office staff, have a calendar of events
- Create, publish and update an internal appeals policy
- Ensure that heads of department and teaching staff are aware of their roles and responsibilities in term of NEAs.

### **Heads of department/faculty**

- Ensure that where marking is carried out by more than one teacher it is internally standardised and that where it is carried out by a single teacher it is in line with awarding body specification
- Ensure that the exams office is provided with the correct entry codes for subjects – particularly if the NEA has unit and or moderation options
- Ensure that all subject teachers understand their roles and responsibilities and are aware of awarding body subject specific instructions
- Where appropriate develop new assessment tasks or adapt sample awarding body assessment tasks in line with awarding body control requirements
- Ensure that the correct 'live' tasks/papers are ordered, download or supplied prior to the NEA commencing
- Ensure that all students are made aware of their NEA final grade/marks at least two weeks before the awarding body deadline for submission of marks
- Ensure students are aware of the appeals against NEA policy.

### **Subject teachers**

- Understands and complies with JCQ Instructions for conducting non-examination assessments and the relevant notices to centre (sharing NEA material and candidate work, informing candidates of their centre assessed marks and reviews of marking.)
- Understands and complies with awarding body specific instructions for the conduct of NEAs
- Requests any required invigilation support in a timely manner from the exams office
- Marks internally assessed work to the criteria provided by the awarding body

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- Ensure full details, including dates, times, duration, access requirements, of each NEA is forwarded to the exams officer in a timely manner
- Ensure that staff and students sign the relevant authentication documents
- Retain students work securely both during the assessment period and afterwards (awarding bodies have different time frames for the retention of candidate work and subject teachers must be aware of their subject specific requirements.)

### **Exams officer**

- Access and download materials from awarding bodies secure sites and order/receive/securely store hard copies
- Upload internal marks to awarding body secure sites
- Dispatch hard copies to awarding bodies, examiners and moderators
- Provide support in the administration and management of NEAs
- Ensures students are aware of NEA related documents
- Provide invigilation support if requested
- Where required supports the head of centre in investigating and reporting incidents of malpractice.