

Skidders' School Non-examined Assessment Policy

(this policy replaced the Controlled Assessment Policy in April 2017)

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*

GCSE Non-examined 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’.”

JCQ Instructions for conducting non-examination assessments, 2016

Non-examination Assessment measures subject-specific knowledge and skills that cannot be tested by timed written papers. 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.

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

Procedures for planning and managing non-examination assessments

1. Staff roles and responsibilities

Head of Centre

- Is familiar with the JCQ instructions for conducting non-examination assessments
- Ensures the centre’s *internal appeals procedures* clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks

Deputy Head (Academic)

- Ensures the correct conduct of non-examination assessments which comply with NEA and awarding body subject-specific instructions
- Ensure that where possible the centre-wide calendar records assessment schedules by the start of the academic year

Head of Department

- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process
- Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments
- Works with the Deputy Head (Academic) and Examinations Officer as internal verifier to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers.
- Ensures the Examinations Officer is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries

Subject Teacher

- Understands and complies with the general instructions as detailed in NEA
- Where these may also be provided by the awarding body, 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 Officer

- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment including making entries.

2. Task setting

Subject Teacher/HOD

- 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

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

3. Issuing of tasks

Subject Teacher/HOD

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

4. Task taking

4.1 Supervision

Subject Teacher/HOD

- 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
- Where candidates may work in groups, keeps a record of each candidate's contribution
- Ensures candidates understand and comply with the regulations in relevant JCQ documents

Examinations Officer

- Ensures candidates are aware of the JCQ documents *Information for candidates - non-examination assessments* and *Information for candidates - Social Media*

4.2 Advice and feedback

Subject Teacher/HOD

- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a 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 revise it

4.3 Resources

Subject Teacher/HOD

- Refers to the awarding body's specification and/or associated documentation to determine if candidates 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 conditions for any formally supervised sessions are understood and followed by candidates
- Ensures 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 keep a detailed record of their own research, planning, resources etc.

5. Word and time limits

Subject Teacher/HOD

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

6. Collaboration and group work

Subject Teacher/HOD

- 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 it is possible to attribute assessable outcomes to individual candidates
- 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

7. Authentication procedures

Subject Teacher/HOD

- 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
 - Keeps signed candidate declarations on file until the deadline for enquiries about 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 in NEA and informs the Examinations Officer

8. Presentation of work

Subject Teacher/HOD

- Instructs candidates to present work as detailed in NEA 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

9. Keeping materials secure

Subject Teacher/HOD

- 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 NEA regulations
- Takes sensible precautions when work is taken home for marking
- Stores internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for enquiries about results or until the outcome of an enquiry or any subsequent appeal has been conveyed to the centre
- 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
- 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

IT Manager

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

10. Task marking – externally assessed components

10.1 Conduct of externally assessed work

Subject Teacher/HOD

- Liaises with the EO regarding arrangements for the conduct of any externally assessed non-examination component of a specification
- Liaises with the Visiting Examiner where this may be applicable to any externally assessed component

Examinations Officer/HOD/DH (Pastoral)

- Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification

- Conducts the externally assessed component within the window specified by the awarding body
- Conducts the externally assessed component according to the JCQ publication *Instructions for conducting examinations*

10.2 Submission of work

Subject Teacher/HOD

- Provides the attendance register to a Visiting Examiner

Examinations Officer

- 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 enquiries about results for the exam series
- Packages the work as required by the awarding body and attaches the examiner address label
- Despatches the work to the awarding body's instructions by the required deadline

10.3 Task marking – internally assessed components

10.3.1 Marking and annotation

Subject Teacher/HOD

- Marks candidates' work in accordance with the marking criteria provided by the awarding body
- Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
- Informs candidates of their marks which could be subject to change by the awarding body moderation process
- Does not attempt to convert marks into grades in advance of the publication of results
- Ensures candidates are informed in a timely manner to enable an internal appeal to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body

10.3.2 Internal standardisation

DH (Academic)

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

Subject Teacher/HOD

- Indicates on work (or cover sheet) the date of marking
- Marks to common standards

11. Submission of marks and work for moderation

Subject Teacher/HOD

- Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks awarded to the external deadline OR provides marks to the exams officer to the internal deadline where results are sent by post
- 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
- Provides the moderation sample together with authentication, standardisation and other requested paperwork to the EO to the internal deadline

Examinations Officer

- Confirms with subject teachers that marks have been submitted to the awarding body deadline
- Submits the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted
- Ensures that for postal moderation
 - work is dispatched in packaging provided by the awarding body
 - moderator label(s) provided by the awarding body are affixed to the packaging

- proof of dispatch is obtained and kept on file until the successful issue of final results
- Through the subject teacher/HOD , 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

12. Storage and retention of work after submission of marks

Subject Teacher/HOD

- Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample
- Retains all marked candidates' work not included in the sample under secure conditions until after the deadline for enquiries about results
- 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 of artefacts etc.)

Examinations Officer

- Retains all marked candidates' work returned from the sample under secure conditions until after the deadline for enquiries about results
- Makes the sample available to HODs after enquires about results

13. External moderation - feedback

HOD

- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series

Examinations Officer/DH (Academic)

- Accesses or signposts moderator reports to relevant staff
- Takes remedial action, if necessary, where feedback may relate to centre administration

14. Access arrangements

Subject Teacher/HOD

- 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

15. Special consideration

Subject Teacher/HOD

- 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 EO when special consideration may need to be applied for a candidate taking assessments

Examinations Officer

- 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

16. 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*

Subject Teacher/HOD

- Is aware of the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work*

Examinations Officer

- Signposts the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* to the head of centre
- Signposts the JCQ *Notice to Centres - Teachers sharing assessment material and candidates' work* to subject heads
- Ensures candidates understand the JCQ document *Information for candidates - non-examination assessments*
- Ensures candidates understand the JCQ document *Information for candidates - Social Media*
- Where required, supports the head of centre in investigating and reporting incidents of suspected malpractice

17. Enquiries about results (see Appendix 1)

Head of Centre

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

HOD/Subject teacher

- Provides relevant support to subject teachers making decisions about enquiries about results
- Provides advice and guidance to candidates on their results and the post-results services available
- Provides the exams officer with the original sample or relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline
- Supports the exams officer in collecting candidate consent where the HOD has requested the EAR

Examinations Officer

- 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/signposts relevant centre staff and candidates to 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 to deadline
- Collects candidate consent where required

18. Practical Skills Endorsement for the A Level Sciences designed for use in England

Head of Centre

- When asked provides a signed declaration as part 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 prescribed practical activities

HOD

- Confirms understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England*
- Ensures a response is provided to JCQ indicating which awarding body the centre intends to use for its entries in A level Biology, Chemistry and Physics (in Autumn 2016)
- Undertakes training provided by the awarding body on the implementation of the practical endorsement
- Disseminates information to subject teachers ensuring the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit

Subject Teacher

- Ensures all the requirements in relation to the endorsement are known and understood
- Ensures the required arrangements for practical activities are in place
- Provides all the required centre records
- Ensures candidates provide the required records
- Provides any required information to the subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment
- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome

Examinations Manager

- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment

19. Spoken Language Endorsement for GCSE English Language specifications

Head of Centre

- When asked provides a signed declaration as part 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

HOD

- Ensures the appropriate arrangements are in place for internal standardisation of assessments
- Confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England*
- 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 Officer

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

April 2018

Appendix 1

Reviews of marking – policy on internally assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Skinners' School is committed to ensuring that whenever our staff mark candidates' work it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by teachers who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Skinners' is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. We will ensure that candidates are informed of their centre assessed marks in writing so that they may request a review of the centre's marking before marks are submitted to the awarding body. (pro formas for this purpose are available from Mr Bee).
2. We will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. We will keep assessed work securely at school and will, having received a request for copies of assessed work, promptly make them available to candidates.
4. We will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision – a minimum of five working days.
5. Requests for reviews of marking **must** be made in writing to Mr Bee, Deputy Head (Academic). Such requests can only relate to queries over the accurate application of mark schemes. The school will only accept appeals where the candidate has met the school's deadline for the coursework to be handed in.
6. We will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. We will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that particular candidate and has no personal interest in the review.
8. We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. There will be a charge of £35 to cover the costs of reviewing marks. However, candidates should be aware that marks may not increase after review: indeed they can go down. In any event the candidate will be informed in writing of the outcome of the review of the centre's marking.
10. 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. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Skinners' School and is not covered by this procedure.

February 2018