

## Fullbrook Non-Examination Assessment Policy 2023-2024

This policy affects the delivery of subjects of GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

The regulators' definition of an examination is very narrow. In effect, any type of assessment that is not:

- set by an awarding body
- designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body, and
- taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment) 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's **Instructions for conducting non-examination assessments**, Foreword)

This publication is further referred to in this policy as [NEA](#)

This policy is to be read in conjunction with the following:

- Internal review of marking of centre marks for GCSE and GCSE non-examination assessments Policy 2023-2024
- Internal Appeals Procedure and Policy
- JCQ Instructions for Conducting Non-examinations Assessments
- JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
- JCQ Information for Candidates documents
- Examinations Policy
- Malpractice Policy

### Purpose of the Policy

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 for non-examination assessments
- manage risks associated with non-examination assessments

The policy will need to cover all types of non-examination assessment. ([NEA](#), section 1)

### What are non-examination assessments?

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

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- Task Setting;
- Task Taking;
- Task Marking. ([NEA](#), section 1)

## Responsibilities

### Head of Centre:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting non-examination assessments and other related JCQ/Awarding Body documents
- Responsible to relevant Awarding Bodies to ensure that all non-examinations assessments are conducted according to qualification specifications and JCQ regulations

### Examinations Officer:

- To be familiar with JCQ instructions for conducting non-examination assessments and other related JCQ/Awarding Body documents
- To be familiar with general instructions relating to non-examination assessments from each relevant Awarding Body
- To manage the internal process of communicating centre assessed marks for NEA to candidates in accordance with JCQ regulations and the Fullbrook Policy for 'Internal review of marking of centre marks', along with relevant supporting materials
- Ensures that when marks are issued to students it is made clear that the external moderation process may result in changes to marks
- Is responsible for forwarding to HOFs/SLs any correspondence received from the Awarding Body in relating to non-examination assessment.
- In collaboration with HOFs/SLs ensure non-examination assessment marks are submitted to relevant Awarding Body by the published deadlines
- In collaboration with HOFs/SLs ensure candidates' assessments for moderation are despatched by the relevant deadline
- In collaboration with HOFs/SLs ensure appropriate arrangements are in place for the security of non-examination assessment materials.

### Heads of Faculty (HOFs)/Subject Leaders (SLs):

- To be familiar with JCQ Instructions for Conducting Non-Examinations Assessment
- To be familiar with JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
- To understand and comply with specific instructions relating to non-examinations assessment for the relevant Awarding Body
- Ensure that individual teachers understand their responsibilities with regard to non-examination assessment
- Follow the internal procedures for issuing marks to students and inform the Examinations Office of all key dates in the process within the required timeframe
- Provide copies of marks and mark schemes for all internally assessed work to the Examinations Officer
- To obtain confidential materials/tasks set by the Awarding Bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
- Ensure that work is marked and moderated using awarding body mark schemes and guidance. Annotation should be used to provide evidence to indicate how and why marks have been allocated.
- To undertake appropriate departmental standardisation of non-examinations assessments
- Ensure that candidates and relevant teaching staff complete necessary NEA paperwork and authentication forms
- In collaboration with the Examinations Officer submit non-examinations assessment marks to the relevant Awarding Body by their published deadline – HoFs/SLs to enter marks (and upload any supporting evidence) on Awarding Body secure sites

- In collaboration with the Examinations Officer despatch students' assessments for external moderation in accordance with JCQ and Awarding Body regulations – HoFs/SLs must ensure all coursework is dispatched on time and a record of posting obtained. A record must be kept of what is sent, when and by whom
- Ensure that all requirements for the retention of NEA and subsequent disposal of candidates' work.
- Ensure candidates are made aware of the Centre's process on the expectations placed on candidates in completing their NEAs, outlining the requirements they need to adhere to and the consequences of any suspected candidate malpractice.
- Cases of suspected malpractice will be investigated by Heads of Faculty/Subject Leaders/Examinations Officer in accordance with JCQ regulations. (See Appendix 4. Of Exams Policy)

#### Special Educational Needs Co-ordinator (SENCO):

- To be familiar with JCQ Instructions for Conducting Non-examinations Assessment with reference to access arrangements and reasonable adjustments
- In collaboration with the examinations officer ensure appropriate access arrangements are in place.
- Ensures that all approved access arrangements are communicated to relevant staff.

#### Teachers:

- To be familiar with JCQ Instructions for Conducting Non-examinations Assessment and Awarding Body regulations that may be subject specific
- To be familiar with and follow the Fullbrook process for issuing students with their centre assessed marks
- Makes candidates aware of the criteria used to assess their work
- Ensures candidates understand deadlines for all tasks
- Supervise assessments (at the specified level of control), undertaking tasks required under the regulations, only permitting assistance to candidates as the specification allows
- Ensure that candidates and supervising teacher(s) sign authentication forms on completion of an assessment
- 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 may work in groups, keeps a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates
- Ensures candidates are aware of the current JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social Media](#)
- Ensures candidates understand and comply with the regulations in relevant JCQ *Information for candidates' documents*
- Ensures candidates:
  - understand that information from all sources must be referenced
  - receive guidance on setting out references
  - are aware that they must not plagiarise other material
- Mark internally assessed components using the mark schemes provided by the Awarding Body

- Following the Exams Office issuing marks to candidates, support any student query of marks by offering supervised access to their breakdown of marks (on the mark scheme) in order for them to fully consider an internal review of marking
- Take part in appropriate departmental standardisation of Controlled Assessments
- Retain candidates' work securely between assessment sessions (if more than one)
- Post completion; retain candidates work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre
- Ask the SENDCO for any assistance required for the administration and management of access arrangements.
- Follows secure storage instructions as defined in [NEA 4.8](#)
- Where work is stored electronically, ensures the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access to it between sessions
- Understands that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely as required

### Task Setting

- In accordance with specification Awarding Body guidelines, HOFs/SLs/subject teachers are responsible for the selection of non-examination assessment tasks from an approved list or for setting appropriate centre specific tasks or design their own task(s), in conjunction with candidates where permitted, using criteria set out in the specification.
- Teaching staff identify and communicate to candidates the dates when tasks should be taken and completed.
- Teachers ensure that candidates understand the assessment criteria for any given assessment task which is detailed in the specification for the subject. Students may require further explanation or interpretation. Any explanation or interpretation given by teaching staff must be general and not specific to a student's work.

### Task Taking

Unless the Awarding Body's specification says otherwise, the following arrangements will apply:

- In accordance with JCQ regulations, invigilators and the JCQ Unauthorised items poster & Warning to Candidates are not required
- Teachers check the awarding body subject specific requirements and ensures that candidates take tasks under the required supervision arrangements.
- Teaching staff ensure there is sufficient supervision to enable the work of a candidate to be authenticated as the candidate's own work. They are confident that where work may be completed outside of the centre without direct supervision that the work produced is the candidate's own.
- They will also ensure that they keep a record of each candidate's contribution in group work, where applicable, making sure that it is possible to attribute assessable outcomes to individual students.
- Teaching staff ensures candidates are aware of the current JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social Media](#)
- Teachers ensures candidates understand and comply with the regulations in relevant JCQ Information for candidates' documents

- Teachers will also ensure candidates understand the need to reference work, give guidance on how to do this and make sure they are aware that they must not plagiarise other material
- Teachers can provide candidates with general feedback and allow candidates to revise and re-draft work but must not provide model answers or writing frames specific to the task nor assess the work and then allow the candidate to revise it. Any assistance given must be recorded and taken into account when marking the work. Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes malpractice
- Teachers must be aware of the Awarding Body's restrictions with regard to access to resources. In formally supervised sessions candidates can only usually take in preparatory notes; they must not access the internet (including AI), bring their own laptop unless this has been previously authorised or electronic devices. They must not introduce new resources between formally supervised sessions. Materials must be collected and stored securely at the end of each session and not be accessible to candidates.
- Teaching staff refer to the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications* (<http://www.jcq.org.uk/exams-office/malpractice>) as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator
  - By referencing this document, makes candidates aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment
- Teachers should encrypt any sensitive digital media to ensure the security of the data stored within it and will refer to the Awarding Body guidance to ensure that the method of encryption is suitable.

## Authentication

All candidates must sign a declaration to confirm that the work they submit for final assessment is their own unaided work.

Teachers must sign a declaration of authentication after the work has been completed and confirming that:

- the work is solely that of the candidate concerned
- the work was completed under the required conditions
- signed candidate declarations are kept on file

Signed candidate declarations must be kept on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is the latter.

If a teacher is unable to confirm that the work presented by a candidate is his/her own and has been completed under the required conditions:

- do not accept the candidate's work for assessment
- decisions will be made on an individual basis, by the Senior Leadership Team (SLT)

If a teacher is concerned that malpractice may have occurred, or if they are unable to authenticate the work for any other reason, the teacher must inform a member of SLT.

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

During the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes e.g. in a competition, provided that the originals are stored securely within 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 & Technology where only photographic evidence is needed for moderation and any subsequent review. Where original work is used for moderation, as in Art & 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

## **Task Marking**

### **Conduct of externally assessed work:**

- Teaching staff liaises with the exams officer 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 where applicable, according to JCQ *Instructions for conducting examinations*. They liaise with the Visiting Examiner where this may be applicable to any externally assessed component.
- The subject teacher will liaise with key relevant staff to determine and set a suitable date for external tasks
- In collaboration with the teacher responsible, the exams officer will arrange, rooming and invigilation where and if this is applicable to any externally assessed non-examination component of a specification
- In collaboration with the teacher responsible, where required, the exams officer conducts the externally assessed component within the window specified by the awarding body and where applicable, according to JCQ *Instructions for conducting examinations*
- Where candidate's work must be dispatched to the awarding body's examiner, the teacher responsible will ensure that this is completed by the deadline and in accordance with instructions from the awarding body.

### **Marking, moderation and submitting marks/samples**

- The Head of Centre makes every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, 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). Where this cannot be avoided, they ensure the possible conflict of interest is declared to the relevant awarding body and the marked work is submitted for moderation whether or not it is part of the moderation sample
- HoFs/SLs/teaching staff accesses awarding body training/updates as required to ensure familiarity with the mark scheme/marketing process
- Teachers are responsible for marking work in accordance with the marking criteria. Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the Centre and to enable external moderation
- HoFs/SLs/teachers are responsible for ensuring that they follow the guidance from the awarding body for any specific paperwork required for submission and/or retention in relation to non-examination assessment
- HoFs/SLs provide the internally standardised final marks to the exams officer by the agreed internal deadline so they may be issued to students.

- The exams officer is responsible for issuing students with their centre assessed marks in accordance with the JCQ regulation of allowing students opportunity for internal reviews of marking prior to final marks being submitted to the awarding body. Marks are issued to students by email and it is made clear that the external moderation process may result in changes to marks. Candidates are informed of the centre deadlines by which to request a review of marks and signposted to the internal appeals procedure.
- Centres should not attempt to convert marks to grades in advance of the publication of results.
- Centres must ensure that the internal standardisation of marks across assessors and teaching groups takes place. They should retain evidence of internal standardisation and keep candidates' work in secure storage until after the closing date for enquiries about results.
- HoFs/SLs are responsible for submitting final marks and samples with accompanying paperwork to the awarding body by the set deadlines and following their guidelines for uploading/dispatching materials. Copies of all student work should be retained by the centre securely in case of loss. Where dispatch is via post, teachers should obtain proof of postage and ensure this record is kept securely with copies of work retained in the centre.
- The exams officer will access or signpost HOFs/SLs/teachers to moderator reports
- HoFs/SLs check the final moderated marks when issued to the centre are the results published.
- HoFs/SLs check moderator reports and ensures that any remedial actions is undertaken as directed by the awarding body

### **Factors Affecting Individual Candidates**

If a candidate misses part of a non-examination assessment task through absence, an alternative supervised session will be organised, where practical.

The Centre will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed by the Centre.

Access arrangements and reasonable adjustments will be agreed according to the published JCQ guidance.

The Centre will consider requests to repeat non-examinations assessment tasks if they are made before marks have been submitted to the relevant Awarding Body. Decisions will be made on an individual basis, by SLT/HOFs in consultation with SLs/Teachers. If a non-examination assessment task was completed under formal supervision, a completely new task must be set under a new formal supervision.

### **Reviews of Marking & Appeals**

Fullbrook is committed to ensuring that whenever its teachers mark candidates' work this is done fairly, consistently and in accordance with the awarding body specification and other subject specific associated documents. To meet the requirements of the JCQ, an internal review of marking procedure is available.

Internally centre assessed marks must be given to candidates before the centre submits marks to the Awarding Body and by their deadline dates and candidates given an opportunity to request a review of those marks. The process of issuing marks to students and any subsequent requests for reviews is managed by the exams office and is outlined in the next section 'Internal review of marking of centre marks for GCSE and GCSE non-examination assessments policy 2023-2024'. It is only during this process that individual candidates may request a review of marking for NEA.

### **Internal Appeals Procedure**

If a candidate believes that their work has not been treated in accordance with the procedures outlined above and in the 'Internal review of marking of centre marks for GCSE and GCSE non-examination assessments policy 2023-2024', they may make use of the Internal Appeals Process, which can be found on the exams page of the school website <https://fullbrook.surrey.sch.uk/exams/> in appendix 6 of the Exams Policy.

Once the centre has submitted marks to the awarding body, component results for NEA cannot be reviewed individually. A review of moderation of the cohort is possible but only if an adjustment was made to the Centre's mark by the Awarding Body. A review of moderation can only be requested by the Centre. The exams officer must apply for the review of moderation on behalf of the centre following authorisation from the HoF and Head of Centre.

The marks submitted to the Awarding Bodies are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject area.

### **Internal review of marking of centre marks for GCE and GCSE non-examination assessments Policy 2023-2024**

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Fullbrook 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.

It is the responsibility of the Head of Faculty to provide the Exams Office and Head of Centre with a timeline to include student deadlines, moderation dates, release of marks to students, review and outcome dates.

1. Fullbrook will ensure that candidates are informed in writing of their centre assessed marks (not grades, as boundaries have not been established) so that they may request a review of the centre's marking before marks are submitted to the awarding body. The Exams Office will send students their centre assessed marks for each subject by email to their school email address. The deadline for a written request for a review of marking is 5 days from receipt of the centre assessed mark(s). Each Exam board and subject may have a different deadline.
2. Fullbrook will issue a copy of the mark scheme to candidates with their centre assessed mark(s), to assist them in considering whether to request a review of the centre's marking of the assessment. Students may also speak to their subject teacher following the issue of marks if they



require any additional materials to assist them in considering whether to request a review of the centre's marking.

3. Fullbrook will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing (by completing the form 8.1 'request form for an internal review of centre marks') by students, together with written confirmation by parents/carers within 5 days of receiving mark(s). The administrative cost of a review of marking is £25, which is **payable at the time of requesting the review**.
4. Fullbrook will allow sufficient time (5 working days where possible) for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.
5. Fullbrook 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 candidate and has no personal interest in the review.
6. Fullbrook will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. Fullbrook will inform the candidate in writing (by email) of the outcome of the review of the centre's marking.
8. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

Following the submission of centre assessed marks to exam boards, the external moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

This policy will be reviewed annually. Date of next review is September 2024

**Useful Links:**

<https://fullbrook.surrey.sch.uk/exams/>

<https://fullbrook.surrey.sch.uk/policies/>

<https://www.jcq.org.uk/exams-office/non-examination-assessments/>

<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>