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Cardinal Heenan Catholic High School

Non-Examination Assessments Policy

Approved by:	Name: Full Governing Body	Date: November 2024
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This policy has been drawn together in consultation with stake holders and is based on current provision and developments at Cardinal Heenan Catholic High School.

An electronic copy of this policy is stored on the shared drive for all staff under the staff handbook. A hard copy is kept by the Examinations Officer in the Exams Office

The purpose of 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:

- Task setting
- Task taking
- Task marking

Management of Non-Examination Assessments

Tasks are set by either the awarding bodies’ or by the subject Head of Department – this is dependent on the particular subject studied.

Heads of Department/Subject Leaders must issue tasks based on the information supplied by the awarding bodies in the subject specifications. This includes dates that tasks are issued to candidates, as well as deadlines.

Work produced by candidates and submitted for internal assessment and external moderation must be their own. Heads of Department/Subject Leaders must ensure this as part of their supervision of the candidates on their course.

- NEA marks related to work marked by school staff are submitted by the Head of Department or Subject Leader electronically through the relevant awarding body website (AQA centre services, OCR Interchange, Edexcel Online and WJEC portal).
- It should be decided at the entry stage whether samples will be submitted by post or electronically.
- The Examinations Officer then arranges for relevant labels to be produced to enable hard copy work/audio and/or visual recordings to be dispatched for moderation by post. If work is to be submitted electronically the exams officer will ensure access is available to the relevant portal.

Staff roles and responsibilities

1. Senior Leadership team

The Senior Leadership Team has overall responsibility for ensuring NEA’s are planned and executed in line with regulations. This includes:

- Establishing Examinations centre policy on NEA’s.



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- Assigning responsibilities to specific members of staff.
- Ensuring that all staff understand their roles and responsibilities.
- Ensure that all staff are aware of guidance relating to plagiarism and use of AI
- Dealing with issues arising, e.g. resolving timetable clashes and obtaining additional facilities.
- Monitoring the operation of NEA’s, e.g. receiving reports from subject departments and/or the exams office.
- Consult with subject departments over details and processes of the relevant NEA’s.
- Act as a central point of administration, dealing on behalf of the senior leadership team with the detail of managing NEA’s.

2. Head of Department

Every subject department will need to:

- Select awarding organizations and specifications in consultation with the Deputy Head teacher in charge of curriculum.
- Decide on timings of assessment to meet requirements of the deadlines issued by awarding bodies.
- Arrange internal standardisation of marking by all teachers involved in assessing the relevant components/units of work.
- Ensure that all teachers understand their roles and responsibilities in respect of NEA’s and are familiar with the requirements of the specifications for their subject(s).
- Ensure schemes of work/assignments incorporate the procedures laid down by the awarding body.
- Consult with the Special Educational Needs Coordinator (SENCo) regarding additional arrangements which might be needed for particular candidates (this can include Access Arrangements, as well as use of word processing facilities, for example).
- Make contingency arrangements for the event of absences by candidates or teacher. For example, alternative date(s) for the supervision of NEA work.
- Arrange for secure storage of candidates’ work with the Examinations Officer.
- Ensure NEA work or associated materials do not leave school site.

3. Subject staff

Individual teachers must:

- Contribute to decisions about the selection of the awarding organisation and specification.
- Decide how the NEA’s should be incorporated into the scheme of work to provide a coherent sequence of learning and ensure pupils are well prepared for the NEA scheme of work – for example in developing linguistic or practical skills.
- Provide information as necessary to the subject department (on planning of teaching) and to the Examinations Officer (individual unit codes, planned dates of assessment(s), for example).
- Book facilities, prepare resources and be aware of any specialist requirements needed for assessment work.
- Obtain confidential materials and tasks set by the awarding organisation.
- Supervise assessments, applying the specified level of control, and ensuring Authentication forms are signed by candidates and the supervising teacher.
- Ensure that candidates work is completely their own and includes suitable referencing where applicable.



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- Advise the candidates on the criteria that must be met for an assessment, as well as what materials and equipment may be required and is available.
- Store candidates work securely.

4. Exams Officer

- Liaise as necessary with the senior leadership team, subject departments and individual teachers with regard to entries.
- Store candidates’ work in the secure storage facilities in the Exams Office where necessary.
- Enter pupils for individual units, including NEA units and externally examined units.
- Be responsible, as necessary, for storage and transmission of information, data and confidential materials between awarding organisations, moderators and school staff.

5. Site Staff and Administrative Staff

- Ensuring all necessary accommodation (rooms, workshops, studios, ICT suites) and facilities (equipment, laptops, apparatus, desks and chairs) are available and in place for NEA tasks.
- Arranging any additional equipment or materials that will be needed for the NEA tasks well in advance.
- Ensure, in liaison as necessary with Heads of Department, teachers and the Examinations Officer that suitable secure storage exists for candidates’ work.

Code of Practice for Non-Examination Assessments

1. It is the responsibility of each Subject Leader to obtain the NEA task details from the exam boards. The Head of Department will inform SLT of the date(s), time, and number of pupils and method of assessment.
2. The Subject Leader should choose the most appropriate time(s) and location(s) for assessments to take place.
3. Non-Examination Assessments may take place during timetabled class hours.
4. Departments must plan when and how the assessments will take place, taking into account the accommodation and resources required. The Examinations Officer should be notified of these details.
5. Relevant display materials must be removed or covered up.
6. All staff must be aware of the relevant level of control permitted in respect of resources: internet access is not permitted unless specifically allowed as per the subject specification.
7. All assessment materials must be locked in a suitable secure cabinet at the end of each session. This includes the work to be assessed, as well as preparatory work.



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8. Separate ICT user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions.
9. If a student is absent, the teacher must ensure that student the chance to make up the time, if necessary after school hours.
10. For long absences, special consideration should be applied for through the Exams Office.
11. Online or EDI marks must be uploaded by the subject leader ahead of the awarding bodies’ deadlines.
12. Attendance records from assessment sessions should be kept by the subject teacher.
13. Work may be handwritten in black ink or word-processed. Printouts, charts and videos can be included where appropriate.
14. Group collaboration is permitted, unless specifically restricted by the specification; however, group assessment is not permitted. Marks are issued on an individual basis.
15. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place within the school if more than one teacher is involved in the assessing.
16. If suspected malpractice occurs, the Senior Leadership Team must be informed. The JCQ ‘Suspected Malpractice in Examinations and Assessments’ document must be referred to in this instance.
17. If a student’s work is lost within the school, this must be reported to the Examinations Officer and the Head teacher. The school must then inform the relevant awarding body. If the candidate is at fault for the loss of work then Special Consideration will not apply. If the loss is the fault of school staff then Special Consideration may be applied for.
18. Authentication forms must be signed by the teachers and all candidates before marking.
19. Access Arrangements applications must have been made by the SENCo in advance of any NEA work undertaken.
20. The assessment marks must be submitted to the exam board by the appropriate date each academic year.
21. Candidates’ work must be securely stored as in point 7 (above) until all results have been verified. The Examinations Officer controls the storage facilities.



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After the results are published, it may be possible to request a review of marking of the work in consultation the Head teacher.

Risk Management

- **Suspected Malpractice:** Teaching staff must report any alleged, suspected and actual incidents of malpractice to the head teacher. Incidents that occur prior to the signing of the candidate authentication statement may be dealt with internally in school. The awarding body does not need not be informed **unless** the breach relates to confidential material provided by the awarding body. If the candidate authentication statement has been signed then the relevant awarding body must be informed using FORM JCQ/M1. A penalty may be applied by the awarding body if malpractice has been found to have occurred. The Examinations Officer, who retains copies of the documents sent, carries out the reporting of any malpractice incident to the awarding bodies.
- **Lost Work:** Work lost because of candidate negligence is not eligible for Special Consideration. Work lost because of Centre error or unplanned event (e.g. fire damage) may be eligible for Special Consideration. The Examinations Officer in agreement with Heads of Department and head teacher completes applications. Work must always be stored securely in the secure storage facilities in the Exams Office and can be accessed in liaison with the Examinations Officer. Work should not be stored by teaching staff in storage cupboards, nor taken off site and stored at the teachers’ homes. Once assessed work, if any, has been returned from moderators then it must be stored in the Exams Office secure storage facilities until the end of the appeals season. o
- **Wrong Task Set:** If the school sets the wrong NEA task then Special Consideration applications can be made, however this is at the discretion of the awarding bodies and work that relates to a task incorrectly set may not be accepted. Heads of Department must ensure that the correct NEA tasks are set.
- **Absent Candidates:** Candidates absent unexpectedly for short periods must be allowed opportunities to make up the missed time. Special Consideration applications are not permitted for short periods of absence. Candidates absent on the day of an external examiner visit may be entitled to Special Consideration. The Examinations Officer in agreement with the Head of Department and head teacher would make this application. Candidates absent for longer periods and who subsequently were unable to complete the necessary tasks may be entitled to Special Consideration. Criteria for Special Consideration as noted by JCQ is as follows:
 - *The candidate has covered the whole course and has been fully prepared for the relevant assessment.*
 - *The candidate was unable to complete the relevant assessment **during the certification series** at the same time as his/her peers for an acceptable reason, i.e. a temporary injury, illness or other indisposition (where the assessment was scheduled for a restricted period of time.)*
 - *The centre has taken all reasonable steps to try to accommodate the candidate in completing the assessment, including the consideration of a short extension.*
 - *The centre can clearly set out why the assessment could not be completed in the certification series by means of an agreed extension.*



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- *The candidate meets the published criteria for enhanced grading.*
- *The centre supports the application for special consideration.*