

Non-Examination Assessment (NEA) Policy



CATERHAM
SCHOOL

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Non-Examination Assessment (NEA) Policy

1. Definition

Any GCSE and A Level assessment that is not externally set and taken by all candidates at the same time under controlled conditions as specified by an awarding body is classified by the Joint Council for Qualifications (JCQ) as non-examination assessment (NEA). NEA therefore includes all work that is internally-assessed, as well as any that is internally-supervised but externally-assessed. It encompasses a number of forms of assessment, including written coursework, practical project work, investigations, performances, and spoken assessment; it also includes the practical skills endorsement element of the A Level Sciences.

2. Purpose of this policy

This policy is designed 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 covers all types of non-examination assessment.

3. Key personnel

- Head of Centre – Mr Ceri Jones, Headmaster
- SLT responsible for examinations and NEA – Mr Rob Salem, Deputy Head (Director of Studies)
- Examinations Officer – Mr Malcolm Bailey
- SENDCo – Mrs Lucinda Charlesworth

4. Key Documents

All teachers involved with the delivery and/or assessment of NEA components must be familiar with this policy and with the detailed requirements and processes described in the relevant, current subject specification document, and should refer to the following documents for further more general guidance and advice.

1. *Instructions for conducting non-examination assessments* (JCQ) [Instructions NEA 23-24 FINAL.pdf \(jcq.org.uk\)](#)
2. *AI Use in Assessments: Protecting the Integrity of Qualifications* (JCQ) [JCQ-AI-Use-in-Assessments-Protecting-the-Integrity-of-Qualifications.pdf](#)
3. *Information for candidates - non-examination assessments* [IFC-NE_Assessments_2023_FINAL.pdf \(jcq.org.uk\)](#)
4. *Information for candidates - social media* [JCQ Social Media Infographic v4](#)
5. *Informing candidates of their centre assessed marks* (JCQ) [Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks_2324_FINAL.pdf](#)
6. *Review of marking of centre-assessed work - Policy 2023-24* (see appendix 1)
7. *Access Arrangements and Reasonable Adjustments* (JCQ) [AA regs 23-24_FINAL.pdf \(jcq.org.uk\)](#)

Subject teachers must ensure that candidates are fully aware of the requirements of the NEA components for which they are studying, and may find it helpful to refer them to document 3 above, 'Information for candidates: non-examination assessments'.

5. Quality Assurance

Caterham School is committed to quality assuring the procedures used when its staff assess candidates' work for NEA components of external qualifications. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

6. Roles and Responsibilities

6.1 The Basic Principles

Head of Centre

- As Head of Centre, the Headmaster takes the ultimate responsibility for the running of all examinations at the school. In terms of NEA there are specific responsibilities beneath this in order to ensure standards are upheld and that the school adheres to all criteria set out by JCQ.

Deputy Head (Director of Studies)

- Ensures that the centre's non-examination assessment policy is fit for purpose
- Ensures the centre's internal appeals procedures clearly detail the procedure to be followed by candidates appealing against internal assessment decisions (centre-assessed marks) and requesting a review of the centre's marking
- Ensures that a calendar of NEA and access to relevant policies and guidance is issued to all pupils and parents by the end of September at the latest, including guidance on AI and the potential for malpractice

Examinations Officer

- Ensures that the Head of Centre completes the 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 regulations and guidelines for all examinations and assessment (including NEA)
- Confirms with subject teachers that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates
- Signposts the annually updated JCQ publication 'Instructions for conducting non-examination assessments' to relevant centre staff
- Carries out tasks where these may be applicable to the role in supporting the administration/management of NEA

Head of Department

- Ensures subject teachers understand their role and responsibilities within the NEA process
- Ensures the correct conduct of NEA (including endorsements) which complies with NEA guidance from JCQ and awarding body subject-specific instructions
- Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria
- 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 for the qualification or is made as a separate unit entry code)
- Ensures subject teachers in their department adhere to the responsibilities outlined below, including facilitating the secure storage of materials at all stages of the NEA process and until all possible post-results services have been exhausted
- Keeps all internally assessed work secure until the close of the post-results and appeals window (end of November) and returns to candidates (if requested).

Subject Teacher

- Understands and complies with the general instructions as detailed in awarding body guidance and *Instructions for conducting non-examination assessments* (JCQ)
- Marks internally assessed work to the criteria provided by the awarding body

6.2 Task setting and issuing of tasks*Subject Teacher*

- Selects tasks to be undertaken where a number of comparable tasks are 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 and the date(s) when tasks are issued by the awarding body and should be undertaken by candidates
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times

6.3 Task Taking*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
- Where candidates may work in groups, keeps a record of each candidate's contribution, ensuring that assessment is of the individual's contribution
- Ensures candidates are aware of and comply with the current JCQ document *Information for candidates – non-examination assessment*, as well as guidance on AI and the potential for malpractice
- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task, including but not limited to word counts, time limits, referencing, recording of research and tasks
- Understands and complies with JCQ and awarding body guidance on giving feedback, revising/re-drafting work, storing work securely where appropriate
- Ensures conditions for any formally supervised sessions are understood and followed by candidates
- 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
- 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 Deputy Head (Director of Studies)
- Understands that 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
- Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution

- Instructs candidates to add their name, candidate number and centre number as a header/footer on each page of their work
- Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work online, on social media or through any other means (reminds candidates of the contents of *Information for candidates – Social Media* (JCQ))

Examinations Officer

- 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

6.4 Task marking

6.4.1 Conduct of externally-assessed work

Head of Department

- Liaises with the Exams Officer and Deputy Head (Director of Studies) 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

Exams Officer

- Arranges timetabling, rooming and invigilation where and if 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 and according to JCQ Instructions for conducting examinations

6.4.2 Submission of work

Head of Department

- Where applicable, provides the attendance register to a visiting examiner

Exams 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 reviews of results for the exam series
- Packages the work as required by the awarding body and attaches the examiner address label and despatches the work to the awarding body's instructions by the required deadline

6.4.3 Marking and annotation

Subject Teacher

- Attends awarding body training as required to ensure familiarity with the mark scheme/marketing process

- 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 and that they are subject to change by the awarding body moderation process
- Ensures candidates are informed of the timescale indicated in the centre's internal appeals procedure to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body
- Ensures that where they teach their own child, a conflict of interest is declared to the awarding body and the marked work of the child submitted for moderation, whether it is part of the moderation sample or not

6.4.4 Internal standardisation

Head of Department

- Ensures that internal standardisation of marks across assessors and teaching groups takes place as required
- Supports staff not familiar with the mark scheme
- Retains evidence that internal standardisation has been carried out
- Ensures accurate internal standardisation

6.4.5 Submission of marks and work for moderation

Head of Department

- Submits marks to the Exams Officer, keeping a record of the marks awarded, ahead of the awarding body deadline
- Checks marks before submission to avoid transcription errors
- Provides the moderation sample to the Exams Officer
- 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
- 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
- Provides the exams officer with any supporting documentation required by the awarding body

Exams Officer

- Inputs and submits marks online, via the awarding body secure website, keeping a record of the marks submitted, to the external deadline. Confirms with subject teachers that marks have been submitted to the awarding body deadline.
- Submits the requested samples of candidates' work to the awarding body moderator by the external 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, and proof of despatch is obtained and kept on file until the successful issue of final results
- Through the 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

- Through the Head of Department, submits any supporting documentation required by the awarding body

6.4.6 Storage and retention of work after submission of marks

Head of Department

- 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 for the required retention period
- If retention is a problem because of the nature of the work, retains some form of evidence such as photos, audio or media recordings

Exams Officer

- Ensures any sample returned after moderation is logged and kept secure until after the end of the moderation and appeals window and then returned to the Head of Department for secure storage and required retention

6.4.7 External moderation

Head of Department

- Where relevant, liaises with the awarding body/moderator where the moderator visits the centre to mark the sample of work
- Complies with any request from the moderator for remaining work or further evidence of the centre's marking
- 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

Exams officer

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

6.5 Access Arrangements

Head of Department and Subject Teacher

- Works with the SENDCo to ensure any Access Arrangements for eligible candidates are applied to assessments where relevant

SENDCo

- Follows the regulations and guidance in *Access Arrangements and Reasonable Adjustments* (JCQ) in relation to NEA including *Reasonable Adjustments for GCE A Level sciences – Endorsement of practical skills* (JCQ)
- 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, ensuring that staff acting as an access arrangement facilitator are fully trained in their role

6.6 Special consideration and loss of work

Head of Department and Subject Teacher

- Understands that a candidate may be eligible for special consideration in assessments in certain situations where a candidate is absent and/or produces a reduced quantity of work
- Liaises with the Exams Officer when special consideration may need to be applied for a candidate taking assessments
- Liaises with the Exams Officer to report loss of work to the awarding body

Exams Officer

- Refers to/directs relevant staff to the relevant JCQ form and where applicable submits to the relevant awarding body
- 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, along with supporting evidence, to the awarding body within the prescribed timescale.
- Keeps copies of the submission and required evidence on file to support the application

6.7 Malpractice

Head of Centre and Deputy Head (Director of Studies)

- Understand the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff
- Are familiar with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*
- Ensure that those members of teaching staff involved in the direct supervision of candidates producing NEA 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 malpractice in itself

Subject Teacher

- Is aware of the JCQ *Notice to Centres – Sharing NEA material and candidates' work* [Notice to Centres - Sharing NEA material and candidates' work - JCQ Joint Council for Qualifications](#) to mitigate against candidate and centre malpractice
- Ensures candidates understand what constitutes malpractice in NEA, using *Information for candidates – non-examination assessments* and *Information for candidates – Social Media* (JCQ)
- Escalates and reports any alleged, suspected or actual incidents of malpractice involving candidates to the head of centre

Exams 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 Heads of Department
- Signposts candidates to the relevant JCQ information for candidates' documents
- Where required, supports the Head of Centre in investigating and reporting incidents of alleged, suspected or actual malpractice

6.8 Post-results Service

Exams Officer

- Is aware of the individual post-results services available for externally-assessed and internally-assessed components of NEA as detailed in the JCQ publication *Post Results Services (Information and guidance to 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 to the awarding body to deadline following the collection of consent of all candidates involved and the Head of Centre

NEA Risk Assessment

Risk/issue	Forward planning	Actions	Responsibility
Timetabling			
Schedule for NEAs or moderation visits clash with other activities for staff or pupils	Plan well ahead (e.g., at the start of the year where possible)	HoDs to use school calendar (SOCs) and Grades and Reporting Schedule (Firefly) to identify key dates; HoDs to check with DH (DoS) before visiting assessor dates confirmed; DH (DoS) to review NEA plan for the year across all subjects; DH (DoS), AH (Co-co) and HoDs to liaise where clashes are unavoidable	DH (DoS), AH (Co-co) EO, HoDs
SEND			
The nature of the task may present certain challenges depending on the needs of individual pupils	Assess pupils to enable suitable provision to be made in order that they can complete the work	Use awarding body and JCQ guidelines for SEND pupils which allow wide ranging measures to be applied; Subject teachers and HoDs to CHiP any concerns about pupil needs and to liaise with SENDCo; SENDCo to ensure all subject teachers are aware of pupil needs and appropriate access arrangements	DH (DoS), EO, SENDCo, HoDs, Subject teachers
Subject teachers may be unaware of access arrangements for individual pupils	SENDCo to ensure that all subject teachers have the information needed to provide appropriate access arrangements	SENDCo, EO, DH (DoS) and HoDs to remind staff to check access arrangements prior to NEA	DH (DoS), EO, SENDCo, HoDs, Subject teachers
Task setting			
Subject teachers give approval to inappropriate NEA tasks	Training available to all NEA subject teachers regarding task setting	HoDs to ensure training is provided and to have oversight of tasks, ensuring awarding body guidance is met, asking	HoDs, Subject teachers

		awarding body subject officers if needed	
Plagiarism			
Pupils use inappropriate material or use material inappropriately	Ensure JCQ regulations on plagiarism and AI use are discussed throughout the course	EO and DH (DoS) to reinforce the importance of the guidance to all relevant teachers; Subject teachers to monitor work during lessons in order to be able to authenticate the NEA	DH (DoS), EO, HoDs, Subject teachers
Marking			
Teachers interpret marking descriptors incorrectly	Ensure appropriate training, practising of marking and effective standardisation	Arrange for re-marking of work; HoDs to run effective standardisation process	HoDs, Subject teachers



Reviews of marking - centre assessed marks 2023-24

(GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Caterham School 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. Caterham School 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.

Caterham School will:

1. 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.
2. 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. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. 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.
6. 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. 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.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.

External Moderation by the Awarding Body

The 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.