

NON-EXAMINATION ASSESSMENT

1.0 Introduction

Controlled non-examination assessment is a form of internal assessment where the control levels are set for each stage of the process – task setting, task taking and task marking. In most subjects work will be marked internally by the centre and moderated by the awarding body. In a few cases the marking will be done entirely externally.

2.0 Roles and Responsibilities

Deputy Head – Curriculum:

- on behalf of the head of centre will ensure that each subject area carries out non-examination assessment in accordance with the latest JCQ instructions
- will co-ordinate a schedule for non-examination assessment to take place with the help of Subject leaders, and manage any issues arising from the schedule
- will ensure that the schedule is made accessible to staff, pupils and parents

Curriculum Team Leaders (CTLs):

- will decide upon the most appropriate awarding body and non-examination assessment for their pupils
- will work with the SLT/Curriculum Lead to schedule any non-examination assessments at appropriate times, and to comply with any awarding bodies' instructions
- will retain work safely and securely until such time as the work is required for moderation
- will ensure that marking is standardised
- will ensure that all work is completed according to the JCQ regulations and school and department policies
- will inform the school SENCO of any requirements for access arrangements
- will ensure that the use of electronic devices, including computers, complies with the regulations appropriate to the task being undertaken
- will gain permission from parents for the use of any photographic evidence involving any pupils
- will keep a record of each and every period of non-examination assessment completed in their subject area

Teachers:

- will comply with all relevant JCQ, school and department guidelines on non-examination assessment
- will work with CTLs to set appropriate tasks within the schedule agreed with the SLT/Curriculum Lead
- will supervise at the appropriate level of control the completion of all tasks, only giving assistance as the regulations allow

- will ensure that authentication forms are completed by each candidate, and any other relevant paperwork is completed in conjunction with the CTL
- will mark as per the relevant mark scheme, keep securely a record of those marks and the work completed, and contribute to a moderation process within the centre and when the work is requested by the awarding body

The Examinations Officer:

- will complete all candidates' entries for 'cash-in' and unit entries
- will ensure the correct completion of relevant mark sheets by staff, and the posting of mark sheets and work to the relevant awarding body and/or external moderators

The SENCO:

- will ensure that the appropriate access arrangements are available to the pupils who are entitled to them

3.0 Good Practice

Non-examination assessments should be undertaken in formal conditions where pupils are not in possession of mobile phones, are working on their own in a quiet atmosphere and are not giving or asking for help from other pupils. They should be made aware of the regulations regarding the conduct of non-examination assessments, and the penalties for plagiarism and malpractice

4.0 Plagiarism (copying without references) and Malpractice (mainly undue help from someone else to complete the work)

Pupils must complete their own work to the best of their ability without help from outside (internet sites, other pupils, parents and teachers). The SLT/Curriculum Lead will investigate any suspected cases of plagiarism or malpractice. The Head of Centre will be informed of the outcome of these investigations, and will decide upon the correct course of action. This will depend largely upon whether the work has already been sent off to be moderated, in which case the awarding body will have to be notified in the appropriate way. If the work is still in the centre the Head of Centre will decide upon the appropriate method of dealing with the allegations. Where there is an allegation of teacher malpractice it will be investigated and dealt with where appropriate under the disciplinary policy of the school.

This policy will be reviewed annually, and should be read in conjunction with the Examinations Policy of the school.