

# The Priory School

## Non-examination Assessment Policy

A non-examined assessment refers to any assessment which forms part of an awarding body's qualification (Entry Level, GCSE, GCE) and includes controlled assessments, coursework or any other form of non-examined assessment.

**The Senior Leadership Team** is accountable for the safe and secure conduct of non-examined assessments. They must ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

All relevant members of staff must understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.

The Head of School / Head of Centre and Assistant Headteacher will co-ordinate with Heads of Department to schedule non-examined assessments.

### **Heads of Department will:**

- understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*, and subject specific instructions from the awarding body
- ensure subject teachers understand their responsibilities with regard to awarding bodies' specifications and subject-specific instructions
- internally standardise the marking of all teachers involved in assessing an internally assessed component
- retain candidates' work securely until the closing date for enquiries about results. In the event of an enquiry being submitted, they will retain the candidates' work until the outcome of the enquiry and any subsequent appeal has been conveyed to the school

### **Teaching Staff will**

- understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*, and subject specific instructions from the awarding body
- obtain confidential materials/tasks set by the awarding bodies in sufficient time to prepare for the assessment(s) and ensure these materials are stored securely
- ask for any assistance required for the administration and management of access arrangements
- ensure that candidates understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ publication *Instructions for conducting non-examination assessments*
- supervise assessments as specified by the awarding bodies, only permitting assistance to students as the specification allows
- ensure that candidates and supervising teachers sign authentication forms on completion of an assessment
- mark internally assessed components using the mark schemes provided by the awarding body and submit marks through the Exams Officer to the awarding body when required, keeping a record of the marks awarded

- inform candidates of the marks which have been submitted to the awarding body ensuring they are aware that these marks may change during the moderation process. This should happen to give sufficient time for any internal appeal to be conducted prior to the submission of centre marks to the awarding body
- retain students' work securely between assessment sessions (if more than one)

**Exams Officer will:**

- enter students for individual units and qualification (cash-in) codes before the deadline for final entries
- apply for access arrangements and advise staff of the outcome
- work with staff to ensure requirements for access arrangements are met and when they may be used
- download any required materials from awarding bodies and distribute as appropriate/place in secure storage
- where confidential materials are directly received, to be responsible for safe storage and safe transmission of controlled assessment materials

**Students** must be aware of the assessment regulations specific to their course of study and as outlined in the JCQ document *Information for candidates – non-examination assessments*.

**Loss of work:** if non-assessment work is lost or irrevocably damaged and the centre is able to verify that the work was completed / partially completed and had been monitored whilst it was in process, the candidate may be eligible for special consideration. The Head of Centre/ Exams Officer will liaise with awarding bodies and advise the candidate of the outcome.

**Use of ICT:** if a candidate uses a PC or laptop for a non-examination assessment, the use and storage of work must follow the JCQ regulations for use of a PC. The assessment document(s) will be stored securely and printed in the presence of the candidate who will verify their work and that the correct pages have been printed.

**Review of marking:** candidates may request a review of the marking of any non-examined assessment. Details regarding this process can be found in the policy 'Appeals against internally assessed marks'.

Date of policy: October 2018

To be reviewed: October 2020