

# Instructions for Conducting NES (controlled assessment/coursework) Policy

**Policy Lead:** Deputy Head Teacher

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## Management of Non-Examination Assessments

Tasks are set by either the awarding bodies or by the Subject Leader – 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 College staff are submitted by the Head of Department or Subject Leader to the Examinations Officer.

The Examinations Officer electronically through the relevant awarding body website (e-AQA, OCR Interchange, CIE Direct or Edexcel Online) then submits the internally assessed marks.

The Examinations Officer then arranges for relevant hard copy work/audio and/or visual recordings to be dispatched for moderation.

## Staff roles and responsibilities

### Senior Leadership Team

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

- Establishing Examinations Centre policy on NEAs.
- Assigning responsibilities to specific members of staff.
- Ensuring that all staff understand their roles and responsibilities.
- Dealing with issues arising, e.g. resolving timetable clashes, and additional facilities.
- Monitoring the operation of NEAs

### Subject Leaders/Class Teachers (as appropriate in each subject)

- Select awarding organizations and GCSE specifications in consultation with the Senior Deputy Head/Academic Leadership Team.
- 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 NEAs and are familiar with the requirements of the GCSE 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 and Disabilities Coordinator (SENDCo) 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 the College site.
- 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.
- 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.

### **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 Examinations Office.
- Enter students 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 College staff. This includes the uploading of assessed marks through EDI or via awarding organisation websites, and the despatching of materials to moderators.

### **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.
- 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**

It is the responsibility of each Subject Leader to obtain the NEA task details from the examination boards. The Subject Leader will inform the appropriate Assistant Headteacher of the date(s), time, number of students and method(s) of assessment(s).

The Course Leader should choose the most appropriate time(s) and location(s) for assessments to take place.

Non-Examination Assessments may take place during timetabled class hours.

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.

Relevant display materials must be removed or covered up.

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.

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.

Separate ICT user accounts for examination 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.

If a student is absent, the teacher must ensure that student the chance to make up the time, if necessary after College hours.

For long absences, special consideration should be applied for through the Examinations Office.

Online or EDI marks must be uploaded by the Examinations Officer ahead of the awarding bodies' deadlines.

Attendance records from assessment sessions should be kept by the subject teacher.

Work may be handwritten in black ink or word-processed. Printouts, charts and videos can be included where appropriate.

Group collaboration is permitted, unless specifically restricted by the specification; however, group assessment is not permitted. Marks are issued on an individual basis.

Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the College if more than one teacher is involved in the assessing.

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.

If a student's work is lost within the College, this must be reported to the Examinations Officer, Principal and Senior Deputy Head. The College 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 College staff, then Special Consideration may be applied for.

Authentication forms must be signed by the teachers and all candidates before marking.

Access Arrangements applications must have been made by the SENDCo in advance of any NEA work undertaken.

The assessment marks must be submitted to the examination board by the appropriate date each academic year.

Candidates' work must be securely stored until all results have been verified. The Examinations Officer controls the storage facilities.

After the results are published, it may be possible to request a review of marking of the work in consultation with the Senior Deputy Head. Please see the Internal Appeals Procedure Policy.

## **Risk Management**

### **Suspected Malpractice**

Teaching staff must report any alleged, suspected and actual incidents of malpractice to the Examinations Officer, Senior Deputy Head and Head of Centre (the Principal). Incidents that occur prior to the signing of the candidate authentication statement may be dealt with internally in College. The awarding body does not need to 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 the Subject Leader and Senior Deputy Head, completes applications. Work must always be stored securely in the secure storage facilities in the Examinations 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 Examinations Office secure storage facilities until the end of the appeals season.

### **Wrong Task Set**

If the College 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 Subject Leaders and Senior Deputy Head, 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.
- The candidate meets the published criteria for enhanced grading.

- The centre supports the application for special consideration.