



Non-Examination Assessment Policy (with Appeal Process/Key Dates Included)

To be read in conjunction with the following policies:

- Examination Policy
- Appeals Policy
- JCQ requirements – Instructions for conducting non-examination assessment.
- Malpractice Policy
- Examination Contingency Policy
- Exam Access Policy
- Word processing Policy for Examinations
- Information for candidates - non-examination assessments - JCQ
- Information for candidates - Social Media - JCQ

STATEMENT

Summary:

The purpose of the non-examination assessment policy is to ensure that all JCQ and awarding body guidelines are clearly understood and followed in the completion of non-examination assessments. The policy defines the responsibility of the College in roles and responsibilities with respect to non-examination assessments and has been created to ensure that college managers have appropriate processes in place to manage and monitor potential risks that might apply to the centre with regards to non-examination assessments.

Person Responsible:

Ms T Beare/Exams Officer

ADDITIONAL NOTES

Policy Number: 2023/09

History:

Drafted: September 2023

Drafted by:

Miss Tracy Beare – AP Curriculum

Revised by:

Consultation:

Heads of Department

Senior Management

Board of Governors

Who does this policy affect?

This policy affects the colleges delivering subjects of GCE and GCSE qualifications which contain a component(s) of non-examination assessment. (accredited in England/Wales) During a JCQ inspection Hazelwood will be required to provide a copy of this policy.

The regulator's definition of an examination is very narrow. In effect, any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA). 'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.

[JCQ publication Instructions for conducting non-examination assessments, Foreword]

Qualifications taught in Hazelwood that fall into this category include:

GCSE WJEC Vocational Award in ICT	Unit 2 60%
GCSE WJEC Media Studies	Unit 3 40%
AQA GCSE in Art & Design	Component 1 60% Component 2 40%
GCSE Eduqas in Music	Practical 30% Composition 30%
GCSE WJEC Physical Education	Practical 40%
GCSE AQA in Polish	Speaking 25% - sent to external moderator to mark
WJEC GCE in Media Studies	Unit 12 16%
OCR Technical Diploma in Sport	

EXAMINATION DEADLINES FOR MARK SUBMISSION

Examination Board	Deadline for Mark submission	Appeals Process for students - dates
WJEC	15 th May 2024	1 st – 10 th May 2024
Pearson	15 th May 2024	1 st – 10 th May 2024
OCR	15 th May 2024	1 st – 10 th May 2024
CCEA	30 th April 2024	18 th – 26 th April 2024
AQA GCSE	15 th May 2024	1 st – 10 th May 2024
AQA A Level	7 th May 2024	29 th March – 3 rd April 2024

Note: Students must be told the mark given by the college for a centre-assessed component. Please refer to the process in place for students to appeal their marks. (Pages 26 – 28 of Policy) This process must be completed before submitting marks to any of the above boards. The review process dates are noted above.

PURPOSE OF THE POLICY

The aims of this policy are indicated below:

- To ensure that all JCQ and awarding body guidelines are clearly understood and followed in the completion of non-examination assessments.
- To ensure staff roles and responsibilities are defined with respect to non-examination assessments.

- To ensure Hazelwood cover procedures for planning and managing non- examination assessments.
- To ensure that all staff concerned have appropriate processes in place to manage and monitor potential risks that might apply to their centre with regards to non-examination assessments.

1) WHAT ARE 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 and rules which apply to each stage. These rules often vary across subjects. The stages are:

- Task setting.
- Task taking.
- Task marking (NEA)

2) PROCEDURES FOR PLANNING AND MANAGING NON-EXAMINATION ASSESSMENTS IDENTIFYING STAFF ROLES AND RESPONSIBILITIES

THE BASIC PRINCIPLES

Head of Centre

- Returns an online '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 version of NEA.
- Ensures the centre's non-examination assessment policy is fit for purpose.
- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g., entries, internally assessed marks.
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensures the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre's marking.

Senior Leaders / Quality Assurance (QA) Lead

- Ensure the correct conduct of non-examination assessments (including endorsements) which comply with NEA and awarding body subject-specific instructions.
- Ensure the school calendar records assessment schedules throughout the academic year.
- Confirms with subject heads that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates and the JCQ Policy is read in regard to non-examination coursework. (annually)
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria.
- Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers.
- Ensures appropriate centre-devised templates are provided to capture/record relevant information is received and understood by candidates. (Examination Google classroom/School website)
- Ensure appropriate processes in place to monitor and manage potential risks that might apply to their centre, an example of risk management processes contained in Appendix A.

Head of Department

- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process.
- Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements).
- Works with the QA lead/Lead internal quality assurer (IQA) to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers.

Subject Teacher

- Understands and complies with the general instructions as detailed in NEA. (JCQ Policy instructions)
- Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Marks internally assessed work to the criteria provided by the awarding body.

- Ensures the exams 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) to the internal deadline for entries.

Exams Officer

- Signposts the annually updated JCQ publication NEA to relevant centre staff.
- Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment.
- Task setting

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.
- Issuing of tasks

Subject Teacher – consult specification/website to obtain dates.

- Determines when set tasks are issued by the awarding body.
- Identifies date(s) when tasks should be taken by candidates.
- Accesses set tasks in sufficient time to allow planning, resourcing, and teaching and ensures that materials are always stored securely.
- Ensures requirements for legacy specification tasks and new specification tasks are distinguished between.
- Ensures candidates undertake the correct task.

4.1) TASK TAKING SUPERVISION

Subject Teacher/Head of Department

- 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.
- Ensures candidates are aware of the criteria used to assess their work.
- Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own.
- Where candidates may work in groups, keeps a record of each candidate's contribution.
- Ensures candidates are aware of the current JCQ documents. (Appendix at back – Student guide to Coursework/ annual assembly on Coursework and exams)
- Ensures candidates understand and comply with the regulations in relevant JCQ documents.
- Ensures that candidates understand that information from all sources must be referenced, guidance is given on setting out references and they are aware they must not plagiarise other materials.

4.2) ADVICE AND FEEDBACK

Subject Teacher

- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task.
- Will not provide candidates with model answers or outlines/headings specific to the task.
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to allow candidates to revise and re-draft work.

- Allows candidates to revise and re-draft work after advice has been given at a general level.
- Records any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner.
- Ensures when work has been assessed, candidates are not allowed to revise it.

4.3) RESOURCES

In many subjects candidates will use source material, including the internet and AI, when researching and planning their tasks. Candidates normally have unrestricted access to resources. Centres must refer to the JCQ document AI Use in Assessments: Protecting the Integrity of Qualifications:

<http://www.jcq.org.uk/exams-office/malpractice>

as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator.

Subject Teacher

Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks.

Ensures conditions for any formally supervised sessions are known and put in place.

Ensures appropriate arrangements are in place to keep the work to be assessed, and any preparatory work, secure between any formally supervised sessions, including work that is stored electronically.

Ensures conditions for any formally supervised sessions are understood and followed by candidates.

Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions.

Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

4.4) WORD PROCESSING AND TIME LIMITS

The procedure details how the centre manages and administers the use of word processors (including laptops) in assessments. It should be read in conjunction with the JCQ guidance around [access arrangement and special considerations](#). (Refer to work Processing Policy for Exams)

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

Subject Teacher

- Refers to the awarding body's specification to determine where word and time limits apply/are mandatory.

4.5) COLLABORATION AND GROUP WORK

Subject Teacher

- Unless stated otherwise in the awarding body's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work.
- The teacher should keep a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates.
- Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment.
- Assesses the work of each candidate individually.

4.6) AUTHENTICATION PROCEDURES

Subject Teacher

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 (electronic signatures are acceptable)
- 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.
- 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 JCQ documentation and follows the Hazelwood Malpractice policy.
- 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.

4.7) PRESENTATION OF WORK

Subject Teacher

- 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 present work as detailed in Page 8 of JCQ regulations unless the awarding body's specification gives different subject-specific instructions.
- Instructs candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work.

4.8) KEEPING MATERIALS SECURE

Subject Teacher

- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session).
- When work is submitted by candidates for final assessment, ensures work is securely stored. (locked cabinet/cupboard)
- Follows secure storage instructions as defined in [NEA 4.8](#). JCQ instructions. (to include digital storage)
- Takes sensible precautions when work is taken home for marking.
- Stores internally assessed work, including the sample returned after awarding body moderation, securely until all possible post-results services have been exhausted.
- If post-results services have not been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series.
- If post-results services have been requested, returns internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed.
- Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line on social media or through any other means.

- Reminds candidates of the contents of the JCQ document Information for candidates – Social Media.
- Where work is stored electronically, liaises with the IT Manager to ensure the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access to it between sessions.

4.8) IT DEPARTMENT

- Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.
- Restricts access to this material and utilises appropriate security safeguards such as firewall protection and virus scanning software.
- Employs an effective back-up strategy so that an up-to-date archive of candidates' evidence is maintained.
- Considers encrypting any sensitive digital media to ensure the security of the data stored within it and refers to awarding body guidance to ensure that the method of encryption is suitable.

5.1) TASK MARKING – EXTERNALLY ASSESSED - COMPONENTS CONDUCT OF EXTERNALLY ASSESSED WORK

Subject Teacher

- Liaises with the exams officer 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.

5.2) SUBMISSION OF WORK

Subject Teacher

- 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.
- Ensures that the package in which the work is despatched is robust and securely fastened.
- Despatches the work to the awarding body's instructions by the required deadline.

6.1) TASK MARKING – INTERNALLY ASSESSED COMPONENTS MARKING AND ANNOTATION

Head of Centre

- Ensures where a teacher teaches a learner, they have a close personal relationship with, e.g., his/her 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.

Head of Department

- Sets timescales for teachers to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline. **This should be at least 14 days before the marks are to be entered on line. (See appendix on procedures for appealing marking decisions)**

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 which could be subject to change by the awarding body moderation process.
- **Ensures candidates are informed to the timescale set by the Head of Department or as 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.** Centres must make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family. Where this cannot be avoided, the centre must declare the possible conflict of interest to the relevant awarding body and submit the marked work for moderation whether or not it is part of the moderation sample.

6.2) INTERNAL STANDARDISATION

Heads of Department/ Quality Assurance (QA) Leads

- Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence.
- Supports staff not familiar with the mark scheme (e.g., NQTs, supply staff etc.).
- Ensures accurate internal standardisation - for example by.
- obtaining reference materials at an early stage in the course.
- holding a preliminary trial marking session prior to marking.
- carrying out further trial marking at appropriate points during the marking period.
- after most marking has been completed, holds a further meeting to make final adjustments.
- making final adjustments to marks prior to submission retaining work and evidence of standardisation.
- Retains evidence that internal standardisation has been carried out.

Subject Teacher

- Indicates on work (or cover sheet) the date of marking.
- Marks to common standards.
- Keeps candidates work secure until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

6.3) CONSORTIUM/GROUP ARRANGEMENTS – N/A TO HIC – RELATES TO GROUP OF CENTRES/SCHOOLS WORKING TOGETHER

Head of Department

- Ensures a consortium co-ordinator is nominated (where this may be required as the consortium lead).
- The consortium lead is required to liaise with the exams officer to ensure the relevant awarding body is informed that the centre is part of a consortium, by submitting form JCQ/CCA Centre consortium arrangements for centre- assessed work for each exam series affected.
- Ensures procedures for internal standardisation as a consortium are followed.

Subject Teacher

- Provides marks to the exams officer to the internal deadline.
- Provides the moderation sample to the exams officer to the internal deadline.
- Retains all candidates' work in the consortium until after the deadline for reviews of results for the exam series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Exams Officer

Where the centre is the consortium lead:

- Submits an online notification of Centre consortium arrangements for centre- assessed work to the relevant awarding body through the Centre Admin Portal (CAP) by no later than the published deadline for each exam series affected.
- Submits marks for home centre candidates to the awarding body deadline.
- Liaises with the other exams officers in the consortium to arrange despatch of a single moderation sample to the awarding body deadline.

6.4) SUBMISSION OF MARKS AND WORK FOR MODERATION

Subject Teacher

- Inputs and submits marks online, via the awarding body secure extranet site, keeping a record of the marks awarded, to the external deadline/Provides marks to the exams officer to the internal deadline.
- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors.
- Submits the requested samples of candidates' work to the awarding body moderator by the external deadline, keeping a record of the work submitted/Provides the moderation sample to the exams officer to the internal deadline.
- 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.
- Submits any supporting documentation required by the awarding body/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 extranet site, 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.

- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors.
- Submits the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted. Confirms with Subject teacher that the moderation sample has been submitted to the awarding body deadline.
- 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.
 - proof of dispatch is obtained and kept on file until the successful issue of final results.
- take precautions to ensure that the package in which the work is despatched is robust and securely fastened.
- Through the subject teacher, 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 subject teacher, submits any supporting documentation required by the awarding body.

6.5) STORAGE AND RETENTION OF WORK AFTER SUBMISSION OF MARKS

Subject Teacher

- 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.
- In liaison with Information Data Services (IDS), steps are taken to protect any work stored electronically from corruption and has a back-up procedure in place.
- If retention is a problem because of the nature of the work, securely retains some form of evidence such as photos, audio, or media recordings.

Exams Officer

- Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention.

6.6) EXTERNAL MODERATION – THE PROCESS

Subject Teacher

- Ensures that awarding body or its moderator receive the correct samples of candidates' work.
- 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.

6.7) EXTERNAL MODERATION – FEEDBACK

Head of Department

- 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 exam series.

Exams Officer

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

7) ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS

Hazelwood has a duty to provide reasonable adjustments for our learners with special educational needs and/or disabilities to support their access to education, and ensure they are not disadvantaged during assessment in comparison to their peers.

Reasonable adjustments should be discussed and confirmed with learners at the earliest opportunity (typically at enrolment) to ensure that timely adjustments and/or support can be implemented. On occasions where reasonable adjustment requirements are not immediately disclosed or develop/become apparent during a learner's course of study, these should be addressed and supported as soon as is practicable.

Examples of reasonable adjustments to assessments (including exam-access arrangements) may include:

- Scribes, reader or word processor
- Supervised rest breaks
- Private or smaller exam rooms
- Additional reading and assessment time
- Timetabling to meet learner needs.

An adjustment may not be determined as reasonable if it impacts the integrity of an assessment or involves immoderate or excessive costs.

Staff must also read and follow the JCQ regulations and guidance as detailed below.

Subject Teacher

- Works with the SENCo to ensure any access arrangements for eligible candidates are applied to assessments.

Special educational needs coordinator (SENCo)

- Follows the regulations and guidance in the JCQ publication [Access Arrangements and Reasonable Adjustments](#) in relation to non-examination assessments including [Reasonable Adjustments for GCE A-level sciences – Endorsement of practical skills](#).
- 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.
- Ensures that staff acting as an access arrangement facilitator are fully trained in their role.

8) SPECIAL CONSIDERATION AND LOSS OF WORK – REFER TO PAGE 19 OF JCQ

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 JCQ publication [A guide to the special consideration process](#).
- Where a candidate is eligible, submits an application for special consideration via the awarding body's secure extranet site to the prescribed timescale.
- Where application for special consideration via the awarding body's secure extranet site is not applicable, submits the required form to the awarding body to the prescribed timescale.
- Keeps required evidence on file to support the application.
- Refers to/directs relevant staff to [Form 10 – JCQ/](#) and where applicable submits to the relevant awarding body.

MALPRACTICE

Head of Centre

- Understands 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. Follows the processes set out in the Hazelwood Malpractice Policy. Centres must refer to the JCQ document AI Use in Assessments: Protecting the Integrity of Qualifications: <http://www.jcq.org.uk/exams-office/malpractice> and be familiar with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures. as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator.
- Ensures that those members of teaching staff involved in the direct supervision of candidates producing non-examination assessment 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](#) to mitigate against candidate and centre malpractice.
- Ensures candidates understand what constitutes malpractice in non- examination assessments.
- Ensures candidates understand the JCQ document [Information for candidates - non-examination assessments](#)
- Ensures candidates understand the JCQ document [Information for candidates - Social Media](#)
- 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 - Sharing NEA material and candidates' work](#) to subject heads
- 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.

10. POST-RESULTS SERVICES

Head of Centre

- Is familiar with the JCQ publication Post-Results Services.
- Ensures the centre's internal appeals procedures (Refer to Policy) clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a review of results or an appeal.

Head of Department

- Provides relevant support to subject teachers making decisions about reviews of results.

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 - Sharing NEA material and candidates' work](#) to subject heads
- 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.

PRIVATE CANDIDATES

Head of Department

- According to centre policy, confirms if private candidates (including distance learners and home educated candidates) are accepted by the centre for entry for subjects containing components of non-examination assessment (where the specification may be made available to private candidates by the awarding body).
- Ensures relevant staff in the centre administer all aspects of the non- examination assessment process for a private candidate, according to the awarding body's specification.

EXAMPLE RISK MANAGEMENT PROCESS FOR NON-EXAMINATION ASSESSMENTS

ADD OR REMOVE ITEMS AS REQUIRED.

EXAMPLE RISK/ISSUES	POTENTIAL FORWARD PLANNING AND ACTIONS TO MANAGE/MITIGATE RISK OR ISSUE	STAFF
Centre staff malpractice	Confirm that relevant Centre staff are familiar with and follow: <ul style="list-style-type: none"> the current JCQ publication Instructions for conducting non-examination assessments. the JCQ document Notice to Centers - Sharing NEA material and candidates' work - http://www.jcq.org.uk/exams-office/non-examination-assessments 	All Staff January during Staff Dev. days
Candidate malpractice	Candidates are informed (via a student leaflet given out in Term 2 and through an Exam and Coursework Assembly) and understand they must not: <ul style="list-style-type: none"> submit work which is not their own. make available their work to other candidates through any medium allow other candidates to have access to their own independently sourced material. assist other candidates to produce work. use books, the internet or other sources without acknowledgement or attribution. submit work that has been word processed by a third party without acknowledgement. include inappropriate, offensive, or obscene material. Candidates have been made aware of the JCQ documents Information for candidates - non-examination assessments and Information for candidates – social media - /School Website /Google classroom (updated annually) https://www.jcq.org.uk/exams-office/information-for-candidates-documents and understand they must not post their work on social media	All subject teachers in classes Exams Officer AP Curriculum
TASK SETTING		
Awarding body set task: IT failure/corruption of task details	Awarding body key date for accessing/downloading set task noted prior to start of course.	Head of Departments/ Subject teachers

EXAMPLE RISK/ISSUES	POTENTIAL FORWARD PLANNING AND ACTIONS TO MANAGE/MITIGATE RISK OR ISSUE	STAFF
where set task details accessed from the awarding body online	IT systems checked prior to key date Alternative IT system used to gain access. Awarding body contacted to request direct email of task details	Head of Department/Exams Officer
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	Ensures that subject teachers access awarding body training information, practice materials etc. Subject teachers understand the task setting arrangements as defined in the awarding body's specification. Samples assessment criteria in the centre set task.	Head of Department Subject teacher
Candidates do not understand the marking criteria and what they need to do to gain credit	A simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is produced for candidates by the subject teacher. Subject teacher ensures all candidates understand the marking criteria. Candidates confirm they understand the marking criteria through the classroom teacher.	Subject teachers
Subject teacher long term absence during the task setting stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle. Principal will employ temporary staff where necessary.	Principal/BoG
ISSUING OF TASKS		
Task for legacy specification given to candidates undertaking new specification	Ensures subject teachers take care to distinguish between requirements/tasks for legacy specifications and requirements/tasks for new specifications. (August Development days) Awarding body guidance sought where this issue remains unresolved	Subject teachers Heads of department
Awarding body set task not issued to candidates on time	Awarding body key date for accessing set task as detailed in the specification noted prior to start of course. Course information issued to candidates contains details when set task will be issued and needs to be completed by. Set task accessed well in advance to allow time for planning, resourcing and teaching	Heads of department Subject teachers

POTENTIAL FORWARD PLANNING AND ACTIONS TO		
EXAMPLE RISK/ISSUES	MANAGE/MITIGATE RISK OR ISSUE	STAFF
The wrong task is given to candidates	Ensures course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates. Awarding body guidance sought where this issue remains unresolved	Heads of Department Subject teachers
Subject teacher long term absence during the issuing of tasks stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle. Head of Department will manage.	Heads of Department
A candidate (or parent/carer) expresses concern about safeguarding, confidentiality or faith in undertaking a task such as a presentation that may be recorded	Ensures the candidate's presentation does not form part of the sample which will be recorded. Contacts the awarding body at the earliest opportunity where unable to record the required number of candidates for the monitoring sample.	Head of Department
TASK TAKING		
SUPERVISION		
Planned assessments clash with other centre or candidate activities	Assessment plan identified for the start of the course. Assessment dates/periods included in calendar.	Head of Departments
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course. Staggered sessions arranged were IT facilities insufficient for number of candidates. Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply)	Exams Officer
Insufficient supervision of candidates to enable work to be authenticated	Confirm subject teachers are aware of and follow the current JCQ publication Instructions for conducting non-examination assessments and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates. (Staff Development days – reading of documents – confirmed by staff through Google Form) Confirm subject teachers understand their role and responsibilities as detailed in the Centre's non- examination assessment policy	All staff
A candidate is suspected of malpractice prior to submitting their work for assessment	Instructions and processes in the current JCQ publication Instructions for conducting non- examination assessments (section 9 Malpractice) are followed. An internal investigation and where appropriate internal disciplinary procedures are followed.	All staff

EXAMPLE RISK/ISSUES	POTENTIAL FORWARD PLANNING AND ACTIONS TO MANAGE/MITIGATE RISK OR ISSUE	STAFF
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 2), to determine the process to be followed to apply for special consideration for the candidate.	AEN Department Head of SENCO
ADVICE AND FEEDBACK		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	Regular monitoring of subject teacher completed through internal IV via the Heads of Department/Subject area. Discussion at Departmental meetings.	All staff -= August development days Heads of department
Candidate claims no advice and feedback given by subject teacher during the task- taking stage	Regular monitoring of subject teacher completed through internal IV via the Heads of Department/Subject area. Discussion at departmental meetings.	Head of Department
A third-party claim that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification.	An investigation is conducted; candidates and subject teacher are interviewed, and statements recorded where relevant. Records as detailed above are provided to confirm all assistance given. Where appropriate, a suspected malpractice report is submitted to the awarding body	Principal/Exam Officer
Candidate does not reference information from published source	Candidate is advised at a general level to reference information before work is submitted for formal assessment. Candidate is again referred to the JCQ document Information for candidates: non-examination assessments. Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion.	Subject teacher
Candidate does not set out references as required	Candidate is advised at a general level to review and re-draft the set out of references before work is submitted for formal assessment. Candidate is again referred to the JCQ document Information for candidates: non-examination assessments. Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion	Subject teacher

POTENTIAL FORWARD PLANNING AND ACTIONS TO		
EXAMPLE RISK/ISSUES	MANAGE/MITIGATE RISK OR ISSUE	STAFF
Candidate joins the course late after formally supervised task taking has started	A separate supervised session(s) is arranged for the candidate to catch up.	Head of Department/Subject teacher
Candidate moves to another centre during the course	Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place	Exam Officer
An excluded pupil wants to complete his/her non-examination assessment(s)	The awarding body specification is checked to determine if the specification is available to a candidate outside mainstream education. If so, arrangements for supervision, authentication and marking are made separately for the candidate	Exam Officer
RESOURCES		
A candidate augments notes and resources between formally supervised sessions	Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions. Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions. Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions.	Subject teachers
A candidate fails to acknowledge sources on work that is submitted for assessment	Candidate's detailed record of his/her own research, planning, resources etc. is checked periodically to confirm all the sources used, including books, websites and audio/visual resources. Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately. Where confirmation is unavailable from candidate's records, awarding body guidance is sought and/or a mark of zero is submitted to the awarding body for the candidate	Subject teachers Exam Officer

POTENTIAL FORWARD PLANNING AND ACTIONS TO		
EXAMPLE RISK/ISSUES	MANAGE/MITIGATE RISK OR ISSUE	STAFF
WORD AND TIME LIMITS		
A candidate is penalised by the awarding body for exceeding word or time limits	All staff to read awarding body syllabus' prior to teaching the course to determine if word or time limits are mandatory. Where limits are for guidance only, candidates are discouraged from exceeding them. Candidates confirm/record any information provided to them on word or time limits is known and understood.	Subject teachers
COLLABORATION AND GROUP WORK		
Candidates have worked in groups where the awarding body specification states this is not permitted	All staff to read the awarding body specification has been checked to determine if group work is permitted, prior to teaching the course. Awarding body guidance sought where this issue remains unresolved.	Subject teacher
AUTHENTICATION PROCEDURES		
A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment. Candidate plagiarises other material	All subject staff to be made aware of the JCQ document Teachers sharing assessment material and candidates' work. Candidates have been issued with the current JCQ document Information for candidates: non-examination assessments. (Student leaflet & Policy – on school website) Candidates understand through their subject teachers what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document Information for candidates: non-examination assessments. The candidate's work is not accepted for assessment. A mark of zero is recorded and submitted to the awarding body	Exam Officer Subject teachers
Candidate does not sign their authentication statement/declaration	Candidates have been issued with the current JCQ document Information for candidates: non-examination assessments. (Student leaflet & Policy – on school website) Candidates understand through their subject teachers what they need to do to comply with the regulations as outlined in the JCQ document Information for candidates: non-examination assessments. Declaration is checked for signature before accepting the work of a candidate for formal assessment	Subject teachers
Subject teacher not available to sign authentication forms	Ensures a centre-wide process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures.	

POTENTIAL FORWARD PLANNING AND ACTIONS TO		
EXAMPLE RISK/ISSUES	MANAGE/MITIGATE RISK OR ISSUE	STAFF
PRESENTATION OF WORK		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment	Subject teacher
KEEPING MATERIALS SECURE		
Candidates work between formal supervised sessions is not securely stored.	Subject teachers are aware of and follow current JCQ publication Instructions for conducting non-examination assessments. Regular monitoring/internal audit ensures subject teacher use of appropriate secure storage.	Subject teachers Exam Officer
Adequate secure storage not available to subject teacher	Sufficient secure storage is available to subject teacher prior to the start of the course. Alternative secure storage sourced where required.	Head of Department Exam Officer
Candidates work produced electronically is not securely stored	Subject teachers are aware of and follow current JCQ publication Instructions for conducting non-examination assessments. Internal processes and regular monitoring/internal audit by IT Manager ensures: access to this material is restricted and kept securely in the centre exams storage facility. appropriate security safeguards are in place as per JCQ regulations. an effective back-up strategy is employed so that an up-to-date archive of candidates' evidence is maintained. any sensitive digital media is encrypted (according to awarding body guidance to ensure that the method of encryption is suitable) to ensure the security of the data stored within it (insert relevant details of how)	Subject teachers Head of Department ICT Technician
TASK MARKING – EXTERNALLY ASSESSED COMPONENTS		
A candidate is absent on the day of the examiner visit for an acceptable reason	Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate. If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate	Exam Officer
A candidate is absent on the day of the examiner visit for an unacceptable reason	The candidate is marked absent on the attendance register	Exam Officer/Invigilator

EXAMPLE RISK/ISSUES	POTENTIAL FORWARD PLANNING AND ACTIONS TO MANAGE/MITIGATE RISK OR ISSUE	STAFF
TASK MARKING – INTERNALLY ASSESSED COMPONENTS		
A candidate submits little or no work	<p>Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body.</p> <p>Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body</p>	Subject teacher Exam Officer
A candidate is unable to finish their work for unforeseen reason	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for shortfall in work	Subject teacher Exam Officer
The work of a candidate is lost or damaged	Relevant staff are signposted to the JCQ publication Instructions for conducting non- examination assessments (section 8), to determine eligibility and the process to be followed for lost or damaged work.	Subject teacher Exam Officer
Candidate malpractice is discovered	<p>Instructions and processes in the current JCQ publication Instructions for conducting non- examination assessments (section 9 Malpractice) are followed.</p> <p>Investigation and reporting procedures in the current JCQ publication Suspected Malpractice in Examinations and Assessments are followed.</p> <p>Appropriate internal disciplinary procedures are also followed.</p>	Subject teacher Exam Officer Principal
A teacher marks the work of his/her own child	<p>A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course.</p> <p>Marked work of said child is submitted for moderation whether part of the sample requested or not.</p>	Principal
An extension to the deadline for submission of marks is required for a legitimate reason	<p>Awarding body is contacted to determine if an extension can be granted.</p> <p>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for non - examination assessment extension.</p>	Exam Officer
After submission of marks, it is discovered that the wrong task was given to candidates	<p>Awarding body is contacted for guidance.</p> <p>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 2), to determine eligibility and the process to be followed to apply for special consideration for candidates.</p>	Subject teacher Exam Officer

EXAMPLE RISK/ISSUES	POTENTIAL FORWARD PLANNING AND ACTIONS TO MANAGE/MITIGATE RISK OR ISSUE	STAFF
<p>A candidate wishes to appeal/request a review of the marks awarded for their work by their teacher</p>	<p>Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body.</p> <p>Records confirm candidates have been informed of their marks.</p> <p>Candidates are informed that these marks are subject to change through the awarding body's moderation process.</p> <p>Candidates are informed of their marks to the timescale identified in the centre's internal appeals procedure and prior to the internal deadline set by the exams officer for the submission of marks.</p> <p>Candidates are made aware of the centre's internal appeals procedures (Letter/Assembly and information on website/Google classroom) and timescale for submitting an appeal/request for a review of the centre's marking prior to the submission of marks to the awarding body.</p>	<p>Subject teachers follow policy/procedures.</p> <p>Subject teacher</p>
<p>Deadline for submitting work for formal assessment not met by candidate</p>	<p>Records confirm deadlines given and understood by candidates at the start of the course.</p> <p>Candidates confirm/record deadlines known and understood.</p> <p>Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met.</p> <p>Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate.</p>	<p>Subject teacher</p>
<p>Deadline for submitting marks and samples of candidate's work is ignored by the subject teacher</p>	<p>Internal/external deadlines are published at the start of each academic year. All teaching staff to check with awarding bodies on specific courses.</p> <p>Reminders are issued through exam officer/senior leaders/subject heads as deadlines approach and emails come in from awarding bodies.</p> <p>Records confirm deadlines known and understood by subject teachers.</p> <p>Where appropriate, internal disciplinary procedures are followed.</p>	<p>All teaching staff. Exam Officer Principal</p>
<p>Subject teacher long term absence during the marking period</p>	<p>See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle).</p>	<p>Principal</p>

**NON-EXAMINED ASSESSMENT (NEA)
REVIEWS OF MARKING PROCEDURE: CENTRE ASSESSED MARKS.
(GCSE CONTROLLED ASSESSMENTS, GCE COURSEWORK, BTEC COURSEWORK)**

Hazelwood Integrated College 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. Hazelwood Integrated College 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.

- 1) Hazelwood Integrated College will 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. Marks will be provided verbally by the teacher.
- 2) Hazelwood Integrated College will inform candidates that they may request copies of materials to assist them in considering whether to request an appeal of the centre's marking of the assessment.
- 3) Hazelwood Integrated College will, having received a written request for copies of materials via the exams officer, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
- 4) Hazelwood Integrated College will provide candidates with sufficient time (between 2-5 working days) in order to allow them to review copies of materials and reach a decision as to whether they wish to appeal.
- 5) Hazelwood Integrated College will 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 and candidates **must** explain on what grounds they wish to request a review.
- 6) Hazelwood Integrated College will 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) Hazelwood Integrated College will 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) Hazelwood Integrated College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 9) The candidate will be informed in writing (email) of the outcome of the review of the centre's marking.
- 10) The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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 the 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.***

INTERNAL ASSESSED MARKS NEA APPEAL FORM

(to be submitted to hkennedy570@c2kni.net no later than the dates published)

CANDIDATE NAME:		CANDIDATE NUMBER:	
EXAM SEASON:	2023 – 2024		
SUBJECT		LEVEL	
ORIGINAL MARK:			
1) I wish to review my work to consider an appeal (if Yes ensure you provide your reasons for review request below).			YES / NO
2) Following my review of marks. I now wish to appeal my mark on the following grounds:			YES / NO
Comments on reasons for Review:			
Comments on reasons for Appeal:			
Statement: I give my consent to the Examinations Officer to make an enquiry about the result on my behalf and in doing so I understand that the final marks awarded to me may be lower than, higher than or the same as the marks that were originally awarded for this subject.			
Date Received:			
Date of Review of work:			
Signature of invigilator to confirm work reviewed under secure conditions:			
Reviewer Name:			
REVIEWERS COMMENTS:			
Decision: Marks moved up to ____ / Marks moved down to ____ / Marks remain the same and are ____ Comments to support decision.			
DATE CLOSED:			
STUDENT NOTIFIED:			

NOTES:

- An appeal for a Review of Marking of Centre Assessed Marks must clearly include the grounds for the appeal.
- ***Appeals can only be made on the basis of application of the mark scheme or failure to adhere to JCQ or awarding body regulations. Appeals cannot be made due to concerns over the quality of teaching, this would fall under the College Complaints policy.***
- The mark scheme is accessible on the relevant subject area of the awarding body website.
- The form must be received by the Exam Officer by the relevant deadline(s).
- During the review, access to work will be supervised at all times under secure conditions and a copy of the mark scheme and any available mark sheets will be made available.

Timeline of Review / Appeal dates Summer 2024 series.

Examination Board	Deadline for Mark submission	Appeals process for Students - Dates
WJEC	15 th May 2024	1 st – 10 th May 2024
Pearson	15 th May 2024	1 st – 10 th May 2024
OCR	15 th May 2024	1 st – 10 th May 2024
CCEA	30 th April 2024	18 th – 26 th April 2024
AQA GCSE	15 th May 2024	1 st – 10 th May 2024
AQA A Level	7 th May 2024	29 th May – 3 rd April 2024