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NON-EXAM ASSESSMENT POLICY



DOCUMENT CONTROL

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Introduction

Internal non-examination assessments are a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

Roles and Responsibilities

The Head of School will:

- Ensure, on behalf of the Headteacher, that each department carries out control assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ):
- Together with Heads of Departments, co-ordinate a schedule for Internal non-examination assessments to take place.
- Map overall resource management requirements for the year. As part of this resolve: clashes/problems over the timing or operation of Internal non-examination assessments. Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.);
- Ensure all staff, students and parents have access to a calendar of events.

The Head of Department will ensure:

- The safe and secure conduct of Internal non-examination assessments in their subject area and comply with JCQ guidelines and awarding bodies' subject – specific instructions.
- Ensure the accurate percentage of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated.
- All marking is standardised by at least two members of staff.
- All teachers in each department understand their responsibilities with regard to Internal non-examination assessments and are familiar with the contents of the JCQ publication "*instructions for conducting Internal non-examination assessments*;" The latest and up to date version can be found on the JCQ website.

- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teacher's notes, and any other subject specific instruction.
- There is a clear policy/set of procedures within each department regarding internal non-examination assessments and appropriate staff training takes place on an annual basis.
- All confidential materials, with the work produced by the candidates, is stored securely and locked away by the Head of Department
- Support staff are given sufficient notice in which to order and prepare materials needed for assessments.
- The Special Educational Needs Co-ordinator (SENCO) is informed about assistance required for the administration and management of access arrangements by the Head of Department
- In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobiles phones or any other electronic devices.
- Where videos or photographs/images of the candidates are to be included as part of the Internal non-examination assessments consent is obtained from parents/carers/guardians.
- A log is kept which contains:
 - The date and time of each assessment together with its title.
 - The name of the supervising teacher.
 - A list of candidates who were present during the assessment.
 - A list of any absent candidates.
 - A log of any incidents which occurred during the assessment is kept for each Internal non-examination assessments and to report any incidents of malpractice to the Headteacher.
- The coursework is collated with all the necessary paper work completed and accurately put together, so that when they hand it to the Exams officer all they have to do is place it in the envelope provided by the examination board, label it up and post first class.

Teaching staff will:

- Comply with the general guidelines contained in the JCQ publication "instructions for conducting Internal non-examination assessments"; (this can be found on the JCQ website)

Understand and comply with the awarding body specification for conducting Internal non-examination assessments, included any subject-specific instructions, teachers note or additional information on the awarding body's website.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times.
- Supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the marks schemes provided by the awarding body. Submit marks to the Head of Department at the date required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one);
- Retain candidates' work securely until the closing date for enquiries about results. If an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Must report any student malpractice to the Learning Leader who will then in turn report to the Headteacher.

The Exams Officer will:

- Enter students for individual units, whether assessed by internal non-examination assessments, external exam or on-screen test, before the deadline for final entries.
- Post the coursework recorded delivery
- Download and distribute mark sheets for teaching staff to use and collate to send mark sheets to awarding bodies before deadlines.
- On the few occasions where an Internal non-examination assessment cannot be conducted in the classroom, arrange suitable accommodation where Internal no examination assessments can be carried out, at the direction of the Head of School;

Special Educational Needs Coordinator will:

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.



Good Practice

- JCQ and the examination boards recommend that candidate's coursework is photocopied.
- At the start of a formal session of Internal non-examination assessments candidates will be reminded to switch off their phones and hand it in.
- Staff are encouraged to go through the *JCQ Notice to Candidates* (for Internal non-examination assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

Student Malpractice

The Headteacher will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice.
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body.
- If the irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity.
- Supervise all investigations resulting from an allegation of malpractice.
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation.
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a child with their Internal non-examination assessments beyond the guidelines contained within each specification.
- Where there is malpractice it will be dealt with under the disciplinary policy of the EPT and the awarding body will be informed.



Monitoring and evaluation

This policy will be monitored on behalf of the Governing Body by the Local Governing Body on a biennial basis.

