



FARNBOROUGH HILL
WHOLEHEARTEDLY

NON-EXAMINATION ASSESSMENT POLICY (November 2022 and June 2023 Examination Series)

The purpose of this policy:

The purpose of this policy as defined by JCQ is to:

- cover procedures for planning and managing non-examination assessments
- define staff roles and responsibilities with regards to non-examination assessments
- manage risks associated with non-examination assessments

What are Non-Examination Assessments (NEAs)?

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

This policy should be read in conjunction with:

- Behaviour Policy
- Marking Policy
- Non-Examination Assessments - Risk Management Process
- Public Examinations Policy
- Public Examinations Contingency Plan
- Public Examinations Appeals Policy for Internal Assessments
- SENDA Policy

The examination specifications will give guidance for the completion and marking of NEAs and these must be read in conjunction with the JCQ Instructions for Conducting Non-Examination Assessments

https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions_NEA_22-23_FINAL.pdf

https://www.jcq.org.uk/wp-content/uploads/2022/08/Coursework_ICC_22-23_FINAL.pdf

For the November 2022 Series and June 2023 Series, this policy covers:

- NEAs
- Project Qualifications (Foundation, Higher and Extended Project Qualifications)
- Endorsement and Practical grades

Staff Responsibilities

Senior Leadership Team

- Accountable for the safe, secure and correct conduct of Non-Examination Assessments. Ensure that assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Well in advance of the start date of the Non-Examination Assessment, begin co-ordinating with Heads of Department/subject to schedule.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments
 - issues arising from the need for particular facilities (for example, rooms, IT, time out of school etc)
- Ensure that all staff involved have a calendar of events.
- Communicate interim and final NEA deadlines to parents.
- Publish and update the *Non-Examination Assessment Policy*.
- Investigate reported issues of malpractice and be responsible for internal discipline of pupils, where required (see 'Malpractice' section).

Heads of Department/Subject Leader

- Decide on the Examination Board and specification for a particular qualification and ensure that this is communicated to the Examinations Officer.
- Non-Examination Assessments may only be submitted at the end of the course.
- Well in advance of the start date of the Non-Examination Assessments, meet with the Deputy Head - Academic. Once they have been confirmed, ensure that they are entered onto the whole school calendar and interim and final deadlines are published to parents. (Sixth Form interim and final deadlines to be communicated to parents by head of Sixth Form).
- In advance of the NEA, to confirm any Access Arrangements that are currently in place with the Head of Learning Support.
- Ensure that candidates are aware of the JCQ documents *Information for Candidates – Non-examination Assessments* and *Information for Candidates – Social Media* and go through the information with the candidates and ensure that they understand their responsibilities.
- Inform the Examinations Officer of the assessment dates in writing.
- Meet with the IT Manager to arrange for any necessary resources (rooms, ICT facilities, storage, backup, security, etc) to be available for the agreed dates. All requests must be given to the IT Manager in writing. ICT requirements and regulations are detailed in subject specifications and in the JCQ document *Instructions for Conducting Non-Examination Assessments 2021-2022*.
- Inform the Deputy Head – Academic, Head of Sixth Form (A levels) and the Examinations Officer of the date and time, rooms and resources required, and security arrangements (for both assessment materials and candidates' work).
- Ensure that individual teachers understand their roles and responsibilities with regard to the Non-Examination Assessment.

- Ensure that individual teachers understand the requirements of the Examination Board's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions, including the JCQ '*Practical Skills Endorsement for the A level Sciences designed for use in England*' (Appendix 1, page 29) and the JCQ '*Spoken Language Endorsement for GCSE English Language specifications designed for use in England*' (Appendix 2, page 34) as set out in the Appendices of the JCQ *Instructions for Conducting Non-Examination Assessments*.
- Submit records of attendance to Examinations Officer.
- Where appropriate, develop new assessment tasks or contextualise sample Examination Board assessment tasks to meet local circumstances, in line with Examination Board specifications and requirements.
- Co-ordinate any catch-up sessions. The HOD must liaise with the Cover Manager if additional rooms and cover are required, and if IT facilities are needed.
- Ensure that provision is made for pupils who are entitled to Access Arrangements. It is worth remembering that this may include using IT resources eg a laptop, having additional time or having a reader. Liaise with the Head of Learning Support and Examinations Officer if clarification is required.
- Ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers. Keep a record of the internal standardisation.
- Ensure the Non-Examination Mark Review process detailed below is followed.
- Informing the Examinations Officer in which session the Non-Examination Assessment is to be entered by including the Non-Examination Assessment on the examinations entry form as per all other units.
- Report suspected malpractice to relevant member of SLT immediately; Deputy Head – Academic, Assistant Head – Sixth Form (if A level), and Assistant Head – Assessment, Digital Information Management (see Malpractice section).
- Ensure that electronic copies of any hard copies of Non-Examination Assessments that are posted are retained at the Centre. It is also best practice to take photographs of any completed Art and Design and Technology projects.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ document *Instructions for conducting Non-Examination Assessments 2022-2023*.
- Familiarise themselves with the JCQ document *Notice to Centres – Sharing Non-Examined Assessment Material and Candidates' Work*.
- Understand and comply with the Examination Board specification for conducting Non-Examination Assessment, including any subject-specific instructions, teachers' notes or additional information on the Examination Board's website. Word and time limits should be adhered to. Candidates must also understand that information from published sources must be referenced to avoid plagiarism.
- Supply to the Examinations Officer details of all unit codes for Non-Examination Assessments (along with unit codes for written papers) when requested.
- Obtain confidential materials/tasks set by Awarding Bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Ensure that candidates are each given a copy of the marking criteria and they know the assessment criteria which they are expected to meet.

- Ensure that candidates adhere to presentation requirements, eg handwritten material must be in BLACK ink.
- Supervise assessments. Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification and JCQ regulations allow. Ensure that there is sufficient supervision to enable the work of a candidate to be authenticated.
- Remind candidates to keep their own work secure at all times and not share completed/partially completed work on-line, on social media or through any other means.
- Ensure that Access Arrangements are applied as appropriate. Ask the Head of Learning Support for any assistance required for the administration and management of access arrangements.
- For each assessment, record the following (via an attendance register): date and time, the name of the supervisor, names of girls present/absent, details of any incidents. Complete a seating plan, where relevant.
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level. If any assistance is given which goes beyond general advice, this must be recorded and taken into account when marking or submitted to the external examiner.
- Retain candidates' work securely between assessment sessions (if more than one) in a locked cupboard/filing cabinet. This includes work stored in electronic format. If unable to do so, see the Examinations Officer for advice. Work that is not required for moderation purposes must also be stored securely.
- Inform teachers teaching in adjacent classrooms that Non-Examination Assessments are taking place so that colleagues are aware and do not devise noisy lessons.
- Give absent candidates the opportunity to make up missed Non-Examination Assessments. If this is not possible, eg because the scheduled assessment involves a whole group, then speak with the Examinations Officer who will contact the Examination Board for advice.
- If a candidate has been subject to prolonged illness or other misfortune during the period of controlled assessment, inform the Examinations Officer who will apply to the Examination Board for Special Consideration.
- Mark internally assessed components using the mark schemes provided by the Examination Board. Teachers are allowed to take work home to mark provided they take sensible precautions regarding its security. Ensure that when work has been assessed, candidates are not allowed to revise it.
- Conduct an internal moderation/standardisation following good practice guidelines in the specification and in JCQ instructions for conducting Non-Examination Assessments 2022-2023. Retain evidence of internal moderation/standardisations.
- You must inform candidates of their Centre assessed marks and allow them to request a review of the Centre's marking before marks are submitted to the Examination Board.
- Follow the Non-Examination Assessment Mark Review procedure detailed below and ensure school deadlines are met.
 - For the November 2022 Series, Monday 10 4 October 2022 is the deadline for submitting marks to pupils and any requested reviews (within a five-day period) should be resolved by Tuesday 1 November 2022 for EPQs.
 - For the June 2023 Series, Tuesday 25 April 2023 is the deadline for submitting marks to pupils and any requested reviews (within the five-day period) should be resolved by Thursday 4 May

2023 for Year 9 (FPQ/HPQ) and Year 11 (GCSEs), and for Upper Sixth (A levels) Tuesday 2 May 2023 is the deadline for submitting marks to pupils and any requested reviews (within the five-day period) should be resolved by Wednesday 10 May 2023.

- Only once the mark review time has elapsed and any outstanding reviews completed submit marks through the Examinations Officer to the Examination Board when required, keeping a record of the marks awarded. Marks for all candidates, not just the sample submitted, must be checked by the Centre for both addition and transcription errors before submission.
- Ensure that the external moderators receive the correct sample of work to review.
- Ensure that the package in which the work is dispatched to external moderators is robust and securely fastened. Obtain proof of dispatch.
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- To comply with JCQ regulations, ensure that pupils sign a declaration form on completion of an assessment to confirm that the work submitted is their own unaided work.
- To comply with JCQ regulations, supervising teachers must also sign a declaration of authentication form after the work has been completed confirming that:
 - the work is solely that of the candidate concerned
 - the work was completed under the requested conditions
 - signed candidate declarations are kept on file
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- Teaching staff must be reminded that failure to report allegations of (suspected) malpractice constitutes malpractice in itself.

Examinations Officer

- Issue Heads of Department with the up to date *JCQ Information for Candidates - Non-Examination Assessments* and the *JCQ Information for Candidates – Social Media* every September. The Examinations Officer must ensure that the Head of Department has gone through the information with the candidates so that they understand their responsibilities.
- Enter pupils for individual units, whether assessed by Non-Examination Assessment, external examination or on-screen test, as requested by the HOD, before the deadline for final entries.
- Where confidential materials are directly received by the Examinations Office, to be responsible for receipt, safe storage and safe transmission, whether in digital or hard copy format.
- Deal with any issues relating to long term absence, loss of work, candidates re-entering/components.
- Deal with all other issues relating to controlled assessments such as remarks and/or appeals.
- Apply for Special Consideration, where appropriate.
- Apply for re-moderation of a cohort's work if requested by a HOD and appropriate member of the SLT.

Head of Learning Support

- Ensure Access Arrangements have been applied for and that all relevant staff are aware of any Access Arrangements which need to be applied for Non-Examined Assessments, via communication with the Heads of Department.
- Work with teaching staff to ensure requirements for support staff are met particularly the need for laptops.

IT Manager/CST

- Discuss requirements with the HOD/Subject Leader well in advance of the start of the Non-Examination Assessment.
- Be responsible for organising the setting up and managing the access to secure areas and to utilise appropriate security safeguards.
- Manage concurrent access to secure and normal areas.
- Back up the Non-Examination Assessments using the most appropriate method after every session.
- Assist the Heads of Department as required with the encryption of any sensitive digital media to ensure the security of the data stored

Marking and Internal Standardisation

Following Ofqual's issue of new conditions, requirements and guidance for Awarding Organisation controls for Centre assessments (regulations which came into force on 13 February 2020 with Awarding Organisations being fully compliant by 1 September 2021) the following process and procedures have been put in place at Farnborough Hill to deliver **Centre Assessment Standards Scrutiny** (CASS). To comply with the requirements of CASS, a Quality Assurance (QA) Lead/Lead Internal Verifier is appointed for each NEA to ensure:

- Internal standardisation of marks across assessors and teaching groups takes place as required
- Staff not familiar with mark scheme eg NQTs are fully supported
- Staff are familiar with the Farnborough Hill Marking Policy and Awarding Organisation assessment objectives, mark schemes and their application
- Staff undertake any relevant training on mark schemes and application
- Accurate internal standardisation, including:
 - obtaining reference materials at an early stage in the course
 - hold preliminary trial marking session prior to marking of NEA
 - carry out further trial marking at appropriate points during the NEA marking process
 - after majority of marking has been completed, holds a meeting to make final adjustments
 - make final adjustments to marks prior to submission of marks to Awarding Organisations, retaining work and evidence of standardisation
- Retain evidence that internal standardisation has been carried out

Malpractice during Non-Examination Assessments

Where malpractice is suspected, ie bringing in prepared texts for use in a Non-Examination Assessment, or collaborating with another pupil inappropriately, the Head of Department should notify the Assistant Head immediately, with full details of the issue and evidence, where possible. Failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

The Assistant Head and Deputy Head - Academic, will then speak to the Head and Examinations Officer, who will deal with the matter following JCQs policies and procedures. The JCQ document *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* will be consulted.

The Head of Department should decide whether the suspected malpractice affects the whole of the Non-Examination Assessment, or is only a risk to one discreet section.

The Assistant Head will investigate the issue further, in consultation with the Head of Department. Where it is considered that malpractice has occurred the Head will be notified, who will contact the parents regarding this issue.

The following regulations from JCQ document *Instructions for conducting Non-Examination Assessments* should be considered:

What should a Centre do if it suspects malpractice?

If irregularities in controlled assessments are discovered prior to the candidate signing the authentication statement, the Centre should deal with the irregularity under its own internal procedures. There is no requirement to report the irregularity to the Examination Board. Details of any work which is not the candidate's own must be recorded on the record form.

If irregularities in controlled assessments are identified after the candidate has signed the authentication statement, the Head of Centre must notify the relevant Examination Board at the earliest opportunity. If malpractice is found the Examination Board will apply a penalty.

The work cannot be re-done, however the School may decide to allow the candidate to do an alternative piece of work, which must be on a different topic, if having no controlled assessment submission is likely to cause a considerable impact to the overall final examination grade. Where significant extra supervision is required in order to meet the requirements of the controlled assessment, the pupil may be asked to pay for the cost of the extra supervision time required.

The School may decide to impose further disciplinary measures upon the pupil as appropriate within the School's *Behaviour Policy including Rewards and Sanctions*.

Reviews of Marking and Appeals – For all Centre Assessed Marks

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Farnborough Hill is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the Examination Board's specification and subject-specific associated documents.

Candidates' work is marked by staff who have appropriate knowledge, understanding and skills. Farnborough Hill is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the Examination Board. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. Staff will remain up to date with current internal assessment rationale and will attend appropriate training when necessary.

Once candidates' work has been marked, and internal moderation completed, each candidate will receive her mark. This will be returned to her on the **Farnborough Hill 'NEA Mark Sheet'** (an example of which can be found in Appendix A). This document will also have details of the measures which are in place to ensure accurate marking and moderation, and information about how to request a review. The candidate may also request a copy of the assessment criteria that have applied to her work, to help her understand her mark.

If a candidate is satisfied with her mark and believes that it reflects the standard of work submitted, there is nothing further to do other than return the NEA Mark Sheet to her teacher. If, however, she wishes to

request a review of her marking before the results are submitted to the Examination Board, the process is as follows:

1. The candidate will need to complete a **Farnborough Hill 'Request for NEA Mark Review'** form (see Appendix B for an example). The candidate will need to sign this form. On this form, the candidate will need to state, precisely, the areas of her work in which she feels the mark scheme has **not** been applied correctly. By signing, she will acknowledge that the review may lead to a change in her mark, and this change could involve the mark going down. **In addition, a parent must countersign the form to acknowledge and accept that a £35.00 administration fee will be added to their school bill for this review.**
2. There will be a strict deadline and procedure for the return of this form to the Examinations Officer.
 - a. The deadline will be printed on the **Farnborough Hill 'NEA Mark Sheet'**. The deadline will usually be **five working days** from the day on which the candidate received her mark, which will be no later than Monday 17 October 2022 for the November 2022 Series and Tuesday 25 April 2023 (GCSEs and FPQ/HPQ) and Tuesday 2 May 2023 (A levels and EPQ) the June 2023 Series. For example, if the candidate receives her mark on a Friday, she must return the form to the Examinations Officer by the end of the following Friday.
 - b. Reviews will not be completed if forms are returned after this deadline.
 - c. This deadline is necessary to ensure that the review can be completed before marks are submitted to the Examination Board.
3. Once a 'Request for NEA mark review' form has been received, the Examinations Officer, in consultation with the Deputy Head (Academic) and the Assistant Head, will arrange for a review of the mark awarded to the NEA. The review will be conducted 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 outcome of the review. The reviewer will ensure that the Mark Scheme has been applied correctly to the candidate's mark. If the review must take place remotely, then the original materials will be held at the Centre, with the reviewer being provided with copies of the candidate's work. The reviewer will ensure that the candidate's mark is consistent with the standard set by the Centre.
4. When the review has been completed, the candidate will be informed in writing of its outcome.
5. The outcome of the review of the School's marking will be made known to the Head of Centre and will be recorded. A written record will be kept and made available to the Examination Board upon request. Should the review of the School's marking bring any irregularity in procedures to light, the Examination Board will be informed immediately.

This policy is reviewed annually by the Deputy Head - Academic, Assistant Head and Examinations Officer.

The next review is due in September 2023.

NON-EXAMINATION ASSESSMENT MARK SHEET

For all Centre assessed marks

Candidate Name:

Candidate Number:

Series:

Month / Year

Subject:

Unit / Component:

Mark awarded:

Date of receipt of work and mark:

Explanation of how my work has been marked and moderated:

eg from GCSE Classical Civilisation. Three teachers from the Classics Department have been involved in the marking and moderation of your Controlled Assessment.

An initial discussion was held within the department to formulate a mark scheme for this Controlled Assessment essay title.

A first meeting was then held at which this mark scheme was discussed and agreed and the attached OCR assessment criteria were also discussed. At this meeting three essays, written by candidates of different abilities, were selected. All three essays were marked independently by each of the teachers named above.

A second meeting was then held at which these essays were discussed in relation to the agreed mark scheme and OCR assessment criteria. Once the marking had been standardised i.e. once we were satisfied that the staff collectively understood the mark scheme and were awarding marks consistently, the remaining essays were divided up between the teachers named above.

Time was set aside for the teachers to mark their allocation of essays independently, both in school and in their own time.

Finally, when all the essays were marked, a third meeting was held at which the teachers reviewed each other's marking and discussed whether the mark scheme and the OCR assessment criteria had been correctly and fairly applied. Where appropriate, teachers countermarked the essays marked by their colleagues and a collective agreement was made on what mark should be awarded for each candidate.

This concluded the internal standardisation process. The next step will be for the marks to be uploaded to OCR. Then, a sample of essays, requested at random by OCR, will be sent to an external moderator (someone employed by OCR) to moderate or review our marking to ensure consistency in marking between Centres.

The moderation process may lead to mark changes. As with any component of a public examination, you will not know your final marks until you receive your results. This process is outside the control of Farnborough Hill.

Next Steps

If, having studied your marked work and, having read the information on the Non-Examination Assessment Mark Sheet, you are satisfied that the mark awarded is a fair reflection of the standard of work submitted sign below and hand in to your teacher.

I am satisfied with the marks awarded by the School.

Name:

Signature:

Date:

If, however, you believe that this is not the case, please follow the instructions detailed in the Review Process section (*below*).

Please also remember that your work has been internally assessed at Farnborough Hill and that the mark awarded is not a final mark. After candidates' work has been internally assessed, it is moderated by the warding body to ensure consistency in marking between Centres. This process is outside the control of Farnborough Hill. The final mark will be published alongside the results for all other examined and non-examined assessments when you receive your results.

Review Process

1. You will need to complete a Farnborough Hill 'Request for NEA mark review' form. You will need to sign this form. On this form, you will need to state, precisely, the areas of your work which you feel have been wrongly assessed. **By signing, you will acknowledge that the review may lead to a change in your mark, and this change could involve the mark going down.**
2. A parent must countersign your 'Request for NEA Mark Review' to acknowledge and accept that a £35.00 administration fee will be added to their school bill for this review.
3. You will need to return this form, either in person or electronically, to the Examination Officer.
4. There will be a strict deadline for the return of this form:
 - a. The deadline for the return of this form is usually **within five working days from receipt of mark**
 - b. Reviews will not be completed if forms are returned after this deadline.
 - c. This deadline is necessary to ensure that the review can be completed before marks are submitted to the Examination Board. The School does not want the marking review process to lead to additional restrictions, for all candidates, on the time available to complete their NEA. This means it is necessary to limit the amount of time available to request a review of marking.
5. Once a 'Request for NEA Mark Review' form has been received, the Examinations Officer, in consultation with the Deputy Head (Academic) and the Assistant Head, will arrange for a review of the mark awarded to the NEA. The review will be conducted 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 ie no personal connection through family or friendship.
6. When the review has been completed, the candidate will be informed in writing of its outcome. Candidates should be aware that marks may not increase after review: they can even go down.
7. The outcome of the review of the School's marking will be made known to the Head of Centre and will be recorded. A written record will be kept and made available to the Examination Board upon request.

Candidate Name:

Candidate Number:

Series:

Subject:

Unit / Component:

Mark awarded:

Date of receipt of work and mark:

Date by which this form must be returned to the Examinations Officer:

Day / Date / Month / Year (five working days from receipt of mark)

Grounds of appeal:

Please state, precisely, the areas of your work which you feel have been wrongly assessed with reference to the examination board's published assessment criteria.

[illegible]

(Pupil) I acknowledge by signing that the review may lead to a change in my mark, and that this change could involve the mark going down.

_____ (Candidate) _____ (Print Name)

_____ (Date)

(Parent) I acknowledge and accept that a £35.00 administration fee will be added to my school bill for this review.

_____ (Parent) _____ (Print Name)

_____ (Date)

Received: _____ (Examinations Officer) _____ (Date)