



St Augustine's RC High School



Non-examination Assessment Policy

This policy is due for review in November 2018

Policy for the Management of Non-Examination Assessments

1. Non-examination/Coursework/Controlled Assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.
2. Ensuring the validity of the marks produced from non-examination assessments is vital in maintaining the integrity and reputation of this school in the assessment of the student;
3. Each subject department is responsible for:
 - Developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole school policy for Assessment, Recording and Reporting and these will be evidenced in on-going departmental practice;
 - Implementing the procedures for setting, scheduling, marking, standardising, moderating and administering non-examination assessments as regulated by the awarding bodies.

Staff Responsibilities

Head of Centre / Leadership Team

- Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Curriculum Leaders to schedule non-examination assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of non-examination assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved has a calendar of events.
- Create, publish and update an internal appeals policy for non-examination assessments.
- Immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff.
- 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.
- Ensures St Augustine's internal appeals procedures available on website for candidates and parents/carers.
- Ensures teachers undertake the required training provided by the awarding body.
- Ensures relevant staff liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit.

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at St Augustine's have had, or will have, the opportunity to undertake the Spoken Language endorsement for GCSE English Language.

Curriculum Leaders

- Decide on the awarding body and specification for a particular GCSE.
- Ensures that relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements).
- Ensures appropriate procedures are followed to internally standardize/verify the marks awarded by subject teachers.
- Ensures that individual teachers understand their role and responsibilities within the non-examination assessment process.
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series.
- Inform Exams Officer / School Leadership Team of timing of non-examination assessments and of any particular requirements that may be needed.
- Keep a record of names and candidate numbers for candidates whose work was included in the moderation sample.
- Retain all candidates' work (including any sample returned after moderation) under secure conditions until after the deadline for enquiries about results.
- Take steps to protect any work stored electronically from corruption and have a back-up procedure in place.
- Retain evidence of work where retention may be a problem (e.g. photos of artefacts)
- Work with SENCO to ensure any access arrangements for eligible candidates are applied to assessments.
- Provide relevant support to subject teachers making decisions about enquiries about results.
- Ensure understanding and oversee the Spoken Language Endorsement for GCSE English Language specifications.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.
- Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain informed consent at the beginning of the course from parents/carers if videos or photographs of candidates will be included in evidence of participation or contribution.

- Liaise with IT manager to restrict access to work stored electronically.
- Liaise with Exams officer for any external visiting examiner arrangements.
- Marks internally assessed work to the criteria provided by the awarding body and inform candidates warning them that this could be subject to change by the awarding body moderation process.
- Advise pupils of the internal assessment appeals process – information on website
- Supply to the Exams Officer details of all unit codes for non-examination assessments.
- Ensure candidates take tasks under the required conditions and supervision arrangements to be authenticated.
- Ensure that all students comply with the centre's published rules on the candidates' use of mobile phones (and all other electronic devices).
- Ensure there is sufficient supervision to ensure the work a candidate submits is their own and where candidates may work in groups, keep a record of their contribution.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Make candidates aware of the JCQ document 'Information for candidates-non-examination assessments' and 'Information for candidates-Social Media' – (all given a copy). Ensure they comply with the regulations.
- Advise candidates on relevant aspects before task and unless prohibited provide oral and written advice.
- Follow awarding body regulations on the use of resources.
- Follow awarding body regulations on collaboration and group work.
- Follow awarding body regulations on marking and annotation.
- Follow awarding body regulations on submission of work.
- Follow awarding body regulations on storage and retention of work after submission of marks.
- Follow awarding body procedures for access arrangements and special consideration.
- Ensure candidates sign a declaration confirming the work they submit for final assessment is their own unaided work.
- Sign the teacher declaration of authentication confirming the requirements have been met.

Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where non-examination assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the School Leadership Team.
- Distribute 'Instructions for conducting non-examination assessments' to all relevant staff.
- Follow awarding body regulations for administering non-examination assessments.
- Put policies relating to non-examination assessments on school website for candidates/parents/carers to access.

Special Educational Needs Coordinator

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



Head of Centre

November 2018



Exams Officer

November 2018

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