



NON- EXAMINATION ASSESSMENT & COURSEWORK POLICY

STAFF RESPONSIBILITIES

Senior Leadership Team

- Accountable for the safe and secure conduct of non-examination assessments/coursework (hereafter referred to as NEAs).
- At the start of the academic year, begins coordinating with directors of study/heads of subject to schedule NEAs.
- Maps overall resource management requirements for the academic year. As part of this resolves:
 - Clashes/problems over the timing or operation of NEAs.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).
- Ensure that all staff involved have a calendar of events.

Directors of Study/ Heads of Subject

- Decide on the awarding body and specification for a particular subject.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to non-examination assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.
- Supply to the exams office details of all unit codes for NEAs.

Teaching Staff

- Understand and comply with the general guidelines detailed within the JCQ publications 'Instructions for Conducting Non Examination Assessments' and 'Instructions for Conducting Coursework'.
- Understand and comply with the awarding body's specification for conducting NEAs, including any subject-specific instructions, teachers' notes 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 are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Liaise with the SENCO and exams officer regarding the provision of access arrangements for eligible candidates.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Inform students of their marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- 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.

Exams Officer

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- **In exceptional circumstances** where NEAs cannot be conducted in the classroom, arranges suitable accommodation where NEAs can be carried out at the direction of the senior leadership team.
- Creates, publishes and updates an internal appeals policy for non examination assessments and coursework..

Special Educational Needs Co-ordinator (SENCO)

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

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Head of Centre

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Date

