



**Non-Examination Assessment  
Policy  
2023-2024**

## **Outlining staff responsibilities**

The purpose of the document that follows is to help exams office staff identify their responsibilities in planning and managing controlled assessment and non-examination assessment alongside other colleagues. It shows how responsibilities within GCSEs, BTEC, Cambridge Nationals might be allocated to colleagues such as teachers, assessors and the senior leadership team.

What is important is that there is a timely and appropriate allocation of responsibilities.

Denton Community College will ensure that new versions are reviewed and approved by appropriate members of the senior leadership team to ensure they are fit for purpose and compatible with the existing JCQ policies and procedures.

## **Outlining staff responsibilities - controlled assessment and non- examination assessment**

### **Senior leadership team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Understands the responsibility to report suspected malpractice to the relevant awarding body. (JCQ publication *Suspected Malpractice in examinations and assessments: Policies and procedures*)
- Head of Centre to sign the 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 the centre have had, or will have, the opportunity to take the Spoken Language Endorsement.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- 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 (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments and non-examination assessment.

### **NET Directors / Heads of subject / faculty**

- Decide on the awarding body and specification for a particular subject.
- Ensure that controlled and/or external assessment is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component and ensures that all staff involved signs the teacher declaration authentication confirming the requirements have been met.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment. (See section relating to Teaching Staff)
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

- Understands the responsibility to report suspected malpractice to the relevant awarding body.(JCQ publication *Suspected Malpractice in examinations and assessments: Policies and procedures*). Informs leadership team and examinations officer of cases where malpractice is suspected.
- Is aware of the following JCQ notices:  
*Notice to centres – Teachers sharing assessment material and candidates’ work.*  
*Instructions for conducting controlled assessments*  
*Instructions for conducting non-examination assessments* (English Department)
- Ensures that teachers are aware of their contents.
- Liaise with examinations officer concerning any post results services relating to controlled or non examination assessments (eg remoderation of centre-assessed work) and provides examinations officer with the original or relevant sample of work that may be required by the awarding body.

### Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publications *Instructions for conducting controlled assessments for legacy specifications* and *Instructions for conducting non-examination assessments for new specifications (ie English speaking)* and *Notice to centres – Teachers sharing assessment material and candidates work.*
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers’ notes or additional information on the awarding body’s website.
- Ensures candidates are aware of the JCQ documents:  
Information to candidates – controlled assessments  
Information to candidates – non examination assessments  
Information to candidates – Social Media
- Supply to the exams office details of all unit codes for controlled assessments.
- 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.
- Selects tasks from a choice provided by the awarding body **or** designs tasks where this is permitted by criteria set out within the specification.
- Identify date(s) when tasks are to be taken by candidates and supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin work on a task.
- When reviewing candidates’ work, unless prohibited by the specification, provides oral and written advice at a general level to candidates and allow candidates to re-draft work.

- Ensures sufficient supervision to enable the work of a candidate to be authenticated as their own and where candidates work in groups, keeps a record of each candidates contribution.
- Retain candidates' work securely between assessment sessions (if more than one).
- Remind candidates of the need to keep their own work secure at all times and not to share completed or partially completed work on-line, on social media or through any other means. Liaise with IT manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where it is stored electronically.
- Ensure that when work has been assessed, candidates are not allowed to revise it.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
  - ☐ Mark internally assessed components using the mark schemes provided by the awarding body. Annotates work as required to facilitate internal standardisation and enable external moderation to check that marking is in line with assessment criteria.
- Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded and submits the requested samples of candidates work to the examinations officer/moderator by the awarding body deadline.
- 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- Liaise with the examinations officer when special consideration may need to be applied for a candidate taking assessments.

#### **Exams officer**

- Enter students for individual units, whether assessed by controlled assessment, external exam or onscreen 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 electronic or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies or supervise in submitting marks online before deadlines.
- Ensures that samples of candidates work are dispatched to the moderator using the materials provided by the awarding body by the correct deadline and keeps proof of dispatch on file until the issue of final results.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

- Where a candidate is eligible for special consideration submits an application via the awarding body's secure website to the prescribed timetable and keeps required evidence on file to support the application.
- Submit any requests for post results services available for controlled or non-examination assessments online via the awarding body secure network by the published deadlines. Collect candidates consent where required.

**Special educational needs coordinator/additional learning support**

- Ensure access arrangements have been applied for following the regulations and guidance in the JCQ publication Access Arrangements and Reasonable Adjustments.
- Where arrangements do not undermine the integrity of the assessment and it is the candidate's normal way of working, will ensure that access arrangements are in place and awarding body approval, where required, has been obtained prior to the assessments taking place.
- Make subject teachers aware of any access arrangements for eligible candidates.
- Work with teaching staff to ensure requirements for support staff are met and that staff acting as an access arrangement facilitator are fully trained in their role.