



The Grove

Non Examination Assessment Policy

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Introduction; Aims & Objectives

The Grove School is committed to the safe and secure conduct of controlled assessments and non-exam assessments (NEA) in the best interests of students and with clear guidelines for all relevant staff. The purpose of this Controlled Assessment & NEA policy is:

- To ensure the planning and management of the Controlled Assessment or NEA is conducted efficiently and in the best interest of candidates.
- To ensure there are clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's controlled assessment or NEA processes to read, understand and implement this policy.

Scope

This exam policy will be reviewed every 3 years by the Exams Officer or as and when there are any changes disseminated by the individual exam boards or the Joint Council for Qualifications (JCQ). All correspondence relating to this policy document should be sent in the first instance, to the Exams officer.

This document reflects on instructions for conducting examinations in accordance with JCQ. The instructions are for use in all examinations. The instructions are additional to any guidelines or regulations the awarding bodies have issued in their booklets or specifications. Should there be any conflict between guidelines, the JCQ regulations shall prevail.

Responsibilities:

Head of Centre: Lucia Santi

Examinations Officer: Daniel McKay Wood (Assistant Headteacher)

Access Arrangements Coordinator: Daniel McKay Wood (CPT3A and NASENCo)

Definitions used in this policy

NEA

Any GCSE and A Level assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified by the Joint Council for Qualifications (JCQ) as a non-examination assessment (NEA). NEA therefore includes all work that is internally-assessed, as well as any that is internally-supervised but externally-assessed. It encompasses a number of forms of assessment, including written coursework, practical project work, investigations, performances, and spoken assessment; it also includes the practical skills endorsement element of the A Level Sciences.

Controlled Assessment

Controlled assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment task set in accordance with their exam specification. Controlled assessment applies control over internal assessment at three points: task setting, task taking and task marking. Three levels of control apply – high, medium and low. Throughout this policy, the term ‘parent’ refers to any adult with parental responsibility.

Main Body of Policy

Policy Statement

- All controlled assessments and NEA will comply with JCQ guidelines contained in the documents ‘Instructions for Conducting Controlled Assessments’ and ‘Instructions for Conducting Non-Exam Assessments’.
- All controlled assessments & NEA will also adhere to awarding bodies’ subject-specific guidelines.
- Every student will be given a copy of the relevant JCQ ‘Notice to Candidates’ before undertaking his/her first controlled assessment or NEA.
- This notice is also posted in the examinations section of the school website.
- As far as is possible the Head of Centre will ensure that controlled assessments and NEA are spread throughout the duration of the course in the interests of students’ workload and resource management, especially with regard to the use of ICT facilities.
- The School will ensure that access arrangements and special consideration guidelines are adhered to in relation to controlled assessments and NEA as they are with regard to formal written examinations.

Staff Roles & Responsibilities

The Examinations officer:

- is accountable for the safe and secure conduct of controlled assessments.
- must ensure that assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.
- in the summer term prior to the start of each academic year, begin coordinating with heads of department/subject to schedule controlled assessments.
- map overall resource management requirements for the year, including identifying and addressing clashes/problems over the timing or operation of controlled assessments and issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- update an internal appeals policy for controlled assessments.
- obtain secure 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 access arrangements have been applied for where necessary.
- work with teaching staff and heads of department to ensure requests for additional student support are met.
- will make sure appropriate accommodation and facilities are available for students with access arrangement .
- enter students for individual units as requested by teaching staff before the entry deadline.
- enter students' 'cash-in' codes for the terminal examination series.
- be responsible for the receipt, safe storage and transmission to teaching staff of confidential materials received directly by the Examinations Office.
- download and distribute marksheets as required and collect and send completed marksheets to awarding bodies before deadlines.
- assist departments to find suitable accommodation for controlled assessments.

Heads of Department will:

- decide on the specification to be followed, in consultation with subject leaders and the Headteacher.
- ensure that they and individual teachers for whom they have responsibility are aware of and comply with all relevant guidelines from JCQ and awarding bodies.
- ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated.
- standardise the marking of all teachers involved in assessing an internally assessed component.
- where appropriate, develop new assessment tasks or contextualise sample assessment tasks to meet local conditions.
- supply to the Examinations Officer in good time all requested details concerning unit codes, entries and marks.
- ensure that students and supervising teachers sign authentication forms on completion of the assessment.
- monitor the completion and marking of controlled assessments and NEA by subject teachers within their area of responsibility.
- lock all controlled assessments and NEA in a secure locked cabinet between lessons. post completion, retain candidates' work securely in a locked store or cupboard (for hard copies) or on a secure area of the schools network which is subject to regular back-up for electronic copies until after the closing date for enquiries about results. If such an enquiry is submitted, retain candidates' work securely until the outcome of that enquiry and any subsequent appeal has been conveyed to the centre.

Teaching Staff

Teaching staff will:

- understand and comply with the general guidelines contained in the JCQ publications 'Instructions for conducting controlled assessments' and 'Instructions for conducting non-exam assessments'.
- understand and comply with the awarding body's subject specific requirements for conducting controlled assessments and NEA.
- 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 they and their students sign authentication forms on completion of an assessment.
- mark internally assessed components within a reasonable period of time following completion using the mark scheme provided by the awarding body and submit marks when required to the Examinations Office, keeping a record of the marks awarded.
- consult with the exams officer for any assistance required for the administration and management of access arrangements.
- retain candidates' work securely between assessment sessions where more than one such session is required.
- inform students of their marks and their right to appeal if they feel the correct procedures have not been followed

Monitoring, Evaluation and Review:

This policy will be monitored by the Examinations Officer and evaluated and reviewed every three years by the Headteacher and governing body.

Dissemination of the policy:

This policy is available on request to parents and people with personal responsibility , Haringey Council and Ofsted via the Headteacher.

Other relevant policies

- [Examination and Assessment Policy](#)

Date of next review : February 2027