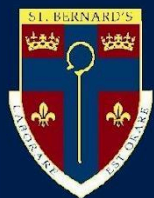


St Bernard's Catholic High School

Non Examination Assessment (NEA) Policy

Policy Name	Non Examination Assessment Policy
Policy Group	Curriculum Policies
Policy Produced By	L Hamilton
Date Policy Updated	01/05/2024
Date SLT Agreed	02/05/2024
Date Governors Approved	
Date of Next Review	01/05/2025
Linked or Related Policies	Exams Contingency Policy / Internal Appeals Policy
Named Persons in this policy	None





Introduction

Non examination assessment (NEA) has replaced GCSE controlled assessment.

Instructions for task setting, task taking and task marking are all clearly explained in the specification for a course. However there are significant variations in the level of supervision (formal/ informal/ limited) required for each element and course.

NEA requires school personnel and students to follow appropriate procedures. Some assessments may also require the allocation of resources.

This policy sets out the roles, responsibilities and procedures to be adopted to ensure the appropriate administration of NEA within St Bernard's Catholic High School.

Principles

St Bernard's will adopt course specifications where course leaders determine they provide the most suitable content and assessment model for our students, and where a suitable delivery model can be used in line with our current curriculum model.

Course leaders will determine the specific exam board and specification to be used. This decision will be reviewed through the school's QA programme, in reviewing outcomes, in discussion with members of SLT and through student voice.

Within the constraints of the curriculum model it is the responsibility of the course leader to determine the timing of assessments throughout the course. This will be made overt through schemes of work and in communications to the exams officer. All such decisions will be overseen by the head of centre to ensure there is an organised approach which does not disadvantage any students.

Overall St Bernard's will organise the delivery of NEA to best facilitate outcomes for our students.

Procedures

It is important that all staff contribute to the planning, preparation and delivery of NEA to ensure their smooth delivery. There are several specific activities which must be carried out to ensure that nothing restricts the students' opportunities to perform to their best in the assessments:

- Schemes of work must be updated at the start of each year to ensure that the delivery of NEA is adequately catered for. Subject leaders are responsible for ensuring this takes place and this will be overseen by SLT line managers. In particular the scheme of work must show how the students will be prepared for the NEA, the timings for the NEA (including any preparatory research) and a possible alternative schedule for students who may be absent at key times. Subject leaders must pay particular attention to the advice in their chosen specifications and ensure they meet all the necessary criteria and deadlines.
- Subject leaders must ensure that they provide each course teacher with all the guidance documents from the exam board. They must ensure that each teacher is aware of the regulations and deadlines, and are responsible for ensuring that these are followed.
- The exams officer will request information from subject leaders about the courses being delivered and their requirements for examination and NEA entries. This will be requested at the start of each year and must be returned promptly. The exams officer will check that subject leaders' instructions meet the requirements for each course (e.g. timings and nature of exam and assessments) and report to the head of centre. SLT line managers will remedy any problems found. The exams officer will then produce a plan for the year outlining the timings and nature of all exams and assessments. SLT will then decide if any adjustments are necessary to avoid clashes, either between courses or with other school activities, and inform subject leaders of this. Schemes of work will



need to be edited in line with any such changes. In particular SLT will ensure that it is possible for alternative arrangements to be made for all NEA within the time constraints of the exam deadlines.

- The SENCO will liaise with all subject leaders to provide guidance on additional arrangements that may be needed for some students. Subject leaders are responsible, with the SENCO, for ensuring that arrangements are put in place for any necessary students and that all teaching staff are made aware of the nature of the arrangements. The SENCO may bring some of these arrangements to the attention of SLT if they are likely to need significant resourcing such as rooming, special times, ICT etc. which are not within the remit of subject leaders to organise.
- Subject leaders must ensure that all of the above information is communicated to, and understood by, those teachers involved in the delivery of courses. They should report to their SLT line manager how and when this has been completed.
- From the overall plan for the year SLT will ensure that all departments have suitable opportunities to carry out internal moderation and advise subject leaders accordingly. Subject leaders should have considered this in their planning for the year when writing their schemes of work. They must ensure that each teacher on the course is fully aware of the requirements of the examination board in marking the work. An internal moderation activity must be carried out and should be recorded as part of the QA process for the department. The subject leader must ensure that all work is marked within the guidance of the exam board and that teachers remark work where necessary. The subject leader is responsible for ensuring that the marks for the NEA are passed to the exams officer promptly and in the time requested by the exams officer. The exams officer is then responsible for ensuring that the marks are duly recorded and sent to the exam board. The head of centre will oversee this and ask the exams officer to report progress with this process to ensure the school meets all the board requirements.
- Subject leaders and teachers are responsible for ensuring that all work is securely maintained in accordance with board directions. They must ensure that they comply with all the security arrangements surrounding the handling of board provided materials for carrying out NEA. They must also ensure that students' work is similarly securely maintained. They must keep all work in a secure location in order to meet any requirements from the board for external moderation activities.
- At the end of the year the head of centre will review the process for the conduct of NEA by asking for feedback from all subject leaders and the exam officer.

Outlining staff responsibilities - NEA

Senior leadership team

- Accountable for the safe and secure conduct of NEA. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule NEA. (It is advisable that NEA 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 NEA. Solve 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 NEA.
- Collect evidence from all parties listed below to inform a review of this policy.

Course Leader

- Decide on the awarding body and specification for a particular qualification.
- Where a choice is offered, select an appropriate task or design their own task ensuring that the assessment criteria, as detailed in the specification, can be met and tasks are accessible to candidates.





- Set the task clearly for all pupils at the date specified by the awarding body.
- Provide candidates with a clear set of marking criteria.
- Communicate clearly with all teachers in their department what the requirements are in relation to supervision of candidates to ensure that student work can be authenticated as their own.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that any conflict of interests (e.g. students who are related to teaching staff, or the children of friends etc.) are declared to the awarding body and the relevant work submitted for moderation even if not part of the moderation sample.
- 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.
- Provide feedback to SLT as directed to inform a review of this policy.

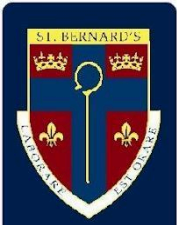
Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting NEA.
- Understand and comply with the awarding body specification for conducting NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for NEA.
- 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.
- Teachers **must not** provide model answers or writing frames.
- Provide feedback at the level allowed by the awarding body and record where assistance has been offered.
- Teachers **must not** provisionally assess work and then allow candidates to edit it.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Ensure that students know how to correctly reference their work and are aware they are not permitted to plagiarise material.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- Ask the exams officer for advice in circumstances where special consideration may apply.
- Follow all guidance set out in the JCQ publication 'Instructions for conducting NEA'
- Provide feedback to SLT as directed to inform a review of this policy.

Exams officer

- Enter students for individual units, whether assessed by NEA, 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 marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where NEA cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- Provide feedback to SLT as directed to inform a review of this policy.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Provide feedback to SLT as directed to inform a review of this policy.

Internal Appeals

Students have the right of appeal in situations where they feel their work has been assessed inappropriately or incorrectly. Please see the appeals policy.

