




Rugby Free

Secondary School

## Non-Examination Assessment Policy

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| Name of Policy       | NON-EXAMINATION ASSESSMENT POLICY   |
| Policy Level         | RFSS Local Policy   |
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**Registered Address:** Learning Today, Leading Tomorrow Trust (LT2), Rugby Free Secondary School, Anderson Avenue  
Rugby, Warwickshire CV22 5PE  
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## 1. Policy Purpose

Current JCQ guidelines require centres to have a non-examination assessment policy. Any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA).

'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.

The purpose of this policy is:

- To cover procedures for planning and managing non-examination assessments
- To define staff roles and responsibilities with respect to non-examination assessments
- To manage risks associated with non-examination assessments.

It is the responsibility of everyone involved in the centre's non-examination assessment processes to read, understand and implement this policy.

The exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team, Exams Officer and Sustainable Improvement Board .

## 2. Non-examination assessment Responsibilities

### 2.1. Exams Officer

Supports the administration of Non-Examined Assessments:

- Advises the Senior Leadership Team, subject teachers, form tutors and relevant support staff on non-examination assessment procedures as set by the various awarding bodies
- Provides information about non examined assessments in its information pack for candidates so that students understand what they need to do to comply with the regulations for non-examination assessments. It will make clear the importance of correct referencing, the nature and the consequences of plagiarism.
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ, the awarding bodies and Rugby Free Secondary School



- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates
- Reports all suspicions or actual incidents of malpractice to the exam board in line with JCQ's
- General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and procedures.

## 2.2. Directors of Learning

Responsible for the management of Non-Examined Assessments:

- Reads and follows the [JCQ Instructions for Conducting Non Examined Assessments](#)
- Notifies the Examinations Officer at the start of the year of the proposed timings for Non-Examined Assessments, in order to allow for effective planning and to avoid students having too many non-examined assessments at the same time.
- Where the school is responsible for assessment task setting, checks that the correct tasks are issued to candidates and keeps a record of the tasks set.
- Checks the subject-specific requirements issued by the awarding body and ensures that all staff understand them.
- Leads the standardisation process.
- Ensures that candidates are informed of their centre assessed marks before internal deadlines so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Familiarises themselves with awarding body procedures and deadlines for submitting marks, checks that they have access to submission platforms where relevant and involves the Exams Officer at least one month before the submission deadline if they require assistance with mark submission.
- Checking Checks the marks they are submitting to an awarding body for both addition and transcription errors before submission.
- Ensures candidates' work is kept in secure storage until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Keeps a record of names and candidate numbers for candidates whose work was

included in moderation samples.

## 2.3. Teachers

- Check the specification, awarding body information and subject specific documentation for specific NEA requirements
- Make candidates aware of the criteria used to assess their work so that they can understand what they need to do to gain credit.
- Ensure there is sufficient supervision of every candidate to enable work to be authenticated and check the work that an individual candidate submits for assessment is his/her own.

Sign a declaration of authentication after the work has been completed confirming that:

- The work is solely that of the candidate concerned
- The work was completed under the required conditions
- Signed candidate declarations are kept on file.
- Mark work in accordance with the marking criteria detailed in the relevant specification and associated subject-specific documents. Teacher annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the school, and to enable the moderator to check that marking is in line with the assessment criteria

## 2.4. SENDCo (KS4)

The SEND Co-ordinator (SENDCo) (KS4) is overall responsible for:

- Identification and testing of candidates' requirements for access arrangements.
- Collecting and storing the evidence necessary to support applications for access arrangements. Applies for access arrangements online within the deadlines set by the awarding bodies in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook
- Ensuring that testing/assessments conducted are processed online and the outcomes made available to the Exams Office and all teaching staff before the candidates are due to sit their exams/controlled assessments.



## 2.5. Candidates

Candidates are responsible for:

- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Rugby Free Secondary School & JCQ for all NEAs.