Pendle Community High School & College
NON-EXAMINATION ASSESSMENT POLICY 2023 2024

Pendle Community High School and College (PCHS &C) provides its students with the opportunity to take a wide range of qualifications which require various different forms of assessment. These may include:

- Non-Examination Assessments (NEAs).

Non-Examination assessments are forms of internal assessment, which measure subject specific knowledge and skills that cannot be tested by timed written papers.

At PCHS&C we currently offer the following subjects with Non-Examination Assessments (NEAs):

KS4:
AQA Entry Level Step-Up-To-English: (NEAs):
AQA Entry Level Maths
AQA Entry Level Science
WJEC Entry Level Humanities
AQA Unit Awards
WJEC Entry Level Computing

KS5:
NCFE Level 1 & 2 English Functional Skills (CA for Speaking & Listening)/ Maths
/Certificate in Food and Cookery Skills
NCFE Entry Level Functional Skills in English, Maths and ICT
NCFE Entry Level Personal and Social Development
NCFE Entry Level Occupational Studies in the Workplace
ASDAN Personal Progress

Other qualifications on offer at PCHS&C are assessed by 'Centre Devised Assessments'. These assessments can be written by PCHS&C staff within the guidelines from the awarding bodies. E.g. AQA Unit Awards

Depending on the level of control defined within the specification, NEA's may take place for example:
- In a normal timetabled lesson
- Entirely within the centre/school under supervision with controlled access to resources or
- Outside the centre/school and involve research with limited supervision.

Non-Examination assessment may take place at any time during the course. However, tasks issued to candidates must be appropriate to the year in which the assessment will be submitted to the awarding body.

Objectives

This policy aims to ensure that:
- Statutory regulations relating to Non-Examination Assessments are met.
- Procedures are in place to ensure that Non-Examination Assessments are managed consistently, efficiently and effectively throughout the school.

- Responsibility and accountability for the various tasks associated with the above are clearly defined.
- Colleagues have clear guidelines on how to manage various issues and difficulties that may arise during the Non-Examination Assessment process.

Strategies for Implementation

In order to meet these objectives, members of staff will be responsible for the following aspects of management and organisation.

Senior Leadership Team

- Accountable for the safe and secure conduct of Non-Examination Assessments.
- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Subject Leaders to schedule Non-Examination Assessments. (It is advisable that Non-Examination Assessments be spread throughout the academic years of key stage 4 & 5 where permitted within course regulations.)
- Map overall resource management requirements for the year. As part of this resolve: a) clashes/ problems over the timing or operation of Non-Examination Assessments.
  b) issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff, parents and students involved have a calendar of events.
- Create, publish and update an internal appeals policy for Non-Examination Assessments.

Subject Leaders

- Be familiar with JCQ instructions for conducting '*Instructions for conducting Non-Examination Assessments'* 2023 and the detailed requirements of the relevant awarding body specification(s) for their subject, and ensuring that these are implemented.
- In discussion with SLT line manager, decide on the awarding body and specification for a particular KS4/5 Course.
- Have a **sound thorough, working** knowledge of the subject specification.
- **Be aware of** chosen Examination Board deadlines for Non-Examination Assessment.
- Ensure that Non-Examination Assessment tasks issued to candidates are appropriate to the year in which assessment will be submitted to the awarding body.
- Ensure that Non-Examination Assessment tasks set by the centre are consistent with the assessment criteria detailed in the specification and that they are accessible to candidates.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component and ensure that records of this process are kept.
- Ensure that individual teachers understand their responsibilities with regard to Non-Examination Assessment.
- 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.

- Ensure that an appropriate colleague attends relevant meetings or training, especially when facilitated by the awarding body.
- 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.
- Ensure that confidential materials/tasks set by awarding bodies are obtained in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supply to the exams office details of all unit codes for Non-Examination Assessments, before Examination Board deadlines.
- Supply to the exams office mark sheets for completed Non-Examination Assessments before Examination Board deadlines.
- Liaise with the ICT technical team to ensure that any ICT requirements are in place and have been tested before Non-Examination Assessments take place.
- Ensure that internal curriculum area deadlines for Non-Examination Assessments are clear and are shared with all relevant staff, students and, where appropriate, their parents/carers.
- Ensure that assessment materials and candidates' work are kept in secure conditions at all times. In the case of work stored electronically, this will include protection from corruption. (If work is stored on memory sticks, these should be backed up and locked away after each session.)
- Ensure that informed consent of parents/carers has been obtained if photographs/images of candidates or other students are submitted.
- Maintain records of all Non-Examination Assessment sessions within the curriculum area.
- Organise in liaison with the exams officers, the submission of candidates' work for moderation, keeping a record of the names and examination numbers

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ 2023 publication "*Instructions for conducting Non-Examination Assessments'*
- Understand and comply with the awarding body specification for conducting NEA's including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Ensure that students are aware of the Non-Examination Assessment task requirements and know the assessment criteria they are expected to meet.
- 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.
- Mark internally assessed components using the mark schemes provided by the awarding body and take part in standardisation activities as required by the Subject Leader.
- Be familiar with deadlines set by the board and promptly respond to deadline requests from the exams office.

- 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).
- Check that candidates using electronic storage facilities only introduce permitted material into the assessment environment.
- Complete an attendance list for each Non-Examination Assessment session, indicating date, time, duration, supervision arrangements and details of any incidents.
- 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 Exams Officer and Special Educational Needs Coordinator (SENDCO) for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Understand and comply with the general guidelines contained in the JCQ publications
- Enter students' WJEC codes for the terminal exam series
- Where confidential materials are directly received by the exams office, for them to be responsible for receipt, safe storage and safe transmission, whether in digital or hard copy format.
- Where exam materials are accessed online, Exams Officer/Exams Administrator to be responsible for the secure printing and copying of all assessments and for securing them safely until the date of release in line with the exam board specification.
- Ensure that candidates' work is stored in secure conditions when necessary.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- Ensure that all teaching and assessment staff have appropriate access to controlled assessment materials at the appropriate time.
- On the few occasions where NEA's cannot be conducted in the classroom arrange suitable accommodation where the NEA can be carried out, at the direction of the senior leadership team (SLT).
- Organise in liaison with the relevant learning leaders, the submission of candidates' work for moderation, keeping a record of the names and examination numbers of those candidates whose work is included in the moderation sample.
- Liaise with the SENDCO to ensure the completion of the relevant JCQ forms for access arrangements and other concessions.
- Manage the secure disposal of completed NEAs in accordance with JCQ/Exam Board guidelines.

Exams Officer, Administrator and SENDCO

- Ensure access arrangements have been applied for.
- Ensure that exams office staff and teaching staff are informed of candidates with particular needs/access arrangements at the start of an examined course, or as soon as possible thereafter, so that appropriate arrangements can be made in lessons.

- Advise on the implementation of access arrangements when required.
- Liaise with the Exams Officers/Exams Administrator to ensure the completion of the relevant JCQ forms. Network Manager and IT Technical Team.
- Ensure PCs and laptops meet the guidelines set out by JCQ.
- Provide technical assistance when required.

References
JCQ 2023 *Instructions for conducting non-examination assessments*
https://www.jcq.org.uk/wp-content/uploads/2023/08/Instructions_NEA_23-24_FINAL.pdf

Review dates: September 2023

Policy approved by Governors: October 2023

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Signed: _____

(Chair of Governors)

Signed: _____

(Headteacher)