



FIVE RIVERS CHILD CARE

The Spires Non- Examination Assessment Policy

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Exams Officer
Authoriser	Louise Bethel
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1. Policy

1.1 Policy Statement

This policy has been written in accordance with JCQ guidance and DfE in order to ensure that all candidates are protected in the event of an appeal.

1.2 Terms and Definitions

- 1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

2. What is non-examination assessment

“The regulator’s definition of an examination is very narrow and in effect 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’”

(Definition taken directly from the JCQ publication Instructions for conducting non-examination assessments)

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The states are; task setting, task taking and task marking.

Task setting – teachers can choose from the range of tasks set by awarding bodies, some of which can be contextualised to suit local circumstances. Arrangements will differ by subject, with some subjects allowing centres to set tasks whilst other subjects will be required to use the task precisely as supplied by the awarding body. In a limited number of subjects’ students will be able to select their own tasks.

Task taking – depending on the level of supervision defined within the subject specification, NEA may take place

- In a normal timetabled lesson or other defined session under formal supervised conditions, possibly with controlled access to resources;
- Outside the centre and involve research with limited supervision

Details on the level of supervision can be found within the relevant awarding body's specification for each subject

Task marking

- **Externally assessed components** may have a visiting examiner or require candidates' work to be despatched to an examiner. Arrangements will be defined within the subject specification
- **Internally assessed components** must be assessed against the marking criteria detailed in the relevant specification and associated subject-specific documents. Marks are moderated by the awarding bodies

3. Reviews of Marking – internally assessed components

Before the deadline for the submission of marks to the examination board, the school will:

- Inform students of their centre assessed mark, making it clear that any centre assessed marks are subject to change through the moderation process;
- Inform candidates of the opportunity and process for requesting a review of marking;
- Provide the necessary resources/personnel to allow the review of marking to be carried out

It is essential that NEA processes are managed correctly, and all members of staff must be aware of their specific responsibilities

There are a number of other documents that provide advice and guidance:

- JCQ *Instructions for conducting non-examination assessments*
- JCQ Notice to Centres Teachers *sharing non-examination assessment material and candidates' work*
- JCQ *Information for candidates: non-examination assessment*
- JCQ *Information for candidates – social media*
- Subject specific documentation published by the awarding bodies

4. Responsibilities of staff at the centre

- Subject Leaders are responsible for managing the NEA schedule and the resources required to ensure the safe and secure conduct of NEA that complies with JCQ guidelines and awarding bodies' subject-specific instructions

- The Exam's Officer will liaise with Subject Leaders prior to the start of the academic year to schedule NEA deadlines and resolve clashes or problems over proposed timings or the need for facilities.
- The Exam's Officer will ensure that all Subject Leaders have access to the NEA schedule and that appropriate dates and deadlines are communicated
- The Head of Centre and Exam's Officer are responsible for managing any appeals against marks awarded for internally assessed tasks
- Subject Leaders are responsible for obtaining NEA task details from the examination board in sufficient time to prepare for the assessments. All such materials must be stored securely at all times
- Subject Leaders must ensure that the NEA task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body. Where appropriate, Subject Leaders are responsible for developing new tasks or for contextualising sample awarding body assessment tasks to meet local circumstances, in line with awarding body specification and control requirements
- Subject Leaders must identify the most appropriate time for the NEA to take place and ensure these are included in the NEA schedule published at the start of the academic year.
- Subject Leaders must plan how the assessment will take place, taking into account the accommodation and resources required.
- Subject Leaders must ensure that all staff are provided with the details of the NEA task in sufficient time to prepare for the assessment. They must ensure that all staff are familiar with any relevant teachers' notes or any other subject specific instructions relevant to the task for example, what notes students are permitted to take into the sessions or the level of guidance staff can provide to students
- Subject Leaders must ensure that all staff are aware of the required conditions and supervision arrangements for the task, as specified in the examination board's subject specific guidance
- Subject Leaders must liaise with the SENCo for any assistance required for the administration and management of access arrangements
- Subject Leaders must ensure that arrangements are made for candidate's work to be stored securely and that all members of staff understand the arrangements. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar cabinet. Where there is a practical need, secure storage may be defined as classrooms being locked from the end of one session to the start of the next
- Where NEA units are internally assessed, Subject Leaders should ensure that all teachers have access to the published mark schemes and that the marking is moderated internally
- Subject Leaders must liaise with the Exams Officer to ensure that students are entered for the correct unit code. Subject Leaders are responsible for providing the Exams Officer with the completed marksheets for submission to the awarding body by the published deadline. Subject Leaders should keep a copy of the marks submitted and despatch candidates' assessments for external moderation purposes, as directed
- Subject Leaders must ensure that candidates are informed of the marks that will be submitted to the awarding body. This must be done in sufficient time for any internal appeal to be concluded before the submission of centre marks to the awarding body.
- Subject Leaders must ensure that those assessments and accompanying notes not required for moderation are stored securely until all possible post-results services have been exhausted. Unless stated otherwise, assessments may be returned to the

candidate after the 'deadline for enquiries about results for the relevant series' has passed or once an enquiry about results and any subsequent appeal has been exhausted

- Subject Leaders must liaise with other staff to accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up the missed assessment within a reasonable time period (this is only relevant for NEA that must be completed under formal supervision)
- Subject Leaders should ensure all staff rigorously enforce all deadlines on NEA tasks

Staff must ensure they are aware of the conditions and supervision arrangements for the NEA, as stipulated by the awarding body's subject specific instructions and/or teachers' notes. Further guidance is available in JCQ publication *Instructions for non-examination assessments*. All staff should be familiar with the JCQ Notice to Centres: Teachers sharing NEA material and candidates' work

- Staff must ensure that:
 - There is sufficient supervision to enable the work of a candidate to be authorised
 - There is sufficient supervision to ensure the work a candidate submits is their own
 - Where candidates work in groups, a record of each candidate's contribution is kept
- Staff must ensure that candidates understand what they need to do to comply with the regulations for the NEA. In particular, candidates must: understand that information from published sources must be referenced; receive guidance on setting out references; aware that they must not plagiarise other materials. Reference should be made to the JCQ document *Information for candidates*
- Staff must make candidates aware of the criteria that will be used to assess their work
- Unless prohibited by the specification, staff must ensure that they provide advice and feedback at a general level and then allow candidates to revise and re-draft work. Staff must record any assistance given beyond general advice and take it into account in the marking (or submit the record to the external examiner)
- Staff must **not** provisionally assess work and then allow the candidate to revise it
- Staff must ensure that all teacher materials related to the NEA are stored securely at all times
- Where candidates are producing work over a period of time under formal supervision their work must be stored securely in the location(s) determined by the Head of Centre. Once any work is handed in by the candidate for formal assessment is **must** be stored securely.
- Teachers must mark internally assessed components using the mark scheme provided by the awarding body. Work must be dated by teachers to reflect the time at which it was marked. When work is marked, it must be annotated to show clearly how credit has been awarded, in line with awarding bodies' subject-specific instructions.
- As far as is reasonably practicable, teachers should check students' work for plagiarism
- Teachers are responsible for informing the Head of Centre if suspected malpractice occurs

- Subject Teachers are responsible for ensure that they and the students sign the authentication forms on completion of an assessment also ensuring the students insert all necessary details (e.g. name, centre number, candidate number and component code) on to each page of their work
- It is the responsibility of all staff to promote time management strategies for all students, particularly during the preparation of completion of NEA.
- All staff must rigorously enforce all deadlines on NEA tasks

5. Responsibilities of the Exam Officer

- The Exam Officer will enter students for all appropriate examination units, including NEA units, before the deadline for final entries
- Where confidential materials are directly received by the Exams Officer, he/she will be responsible for receipt, safe storage and safe transmission of the materials
- Where marks are submitted electronically, a print out of the marks submitted will be retained. The Exams Officer will collect and send mark sheets to awarding bodies before the published deadline
- The Exams Officer will liaise with the SENCo to ensure access arrangements for relevant students have been applied for prior to the examination or assessment

6. Responsibilities of the SENCo

Responsibilities of the SENCo

- The SENCo must liaise with the Exams Officer to ensure access arrangements for relevant students have been applied for prior to the examination or assessment
- The SENCo must work with the Subject Leaders to ensure requirements for the special arrangements are met

Spoken Language Endorsement for GCSE Language specification designed for use in England

For first teaching in September 2015, GCSE English Language will have an endorsed component covering Spoken Language. The below outlines the responsibilities in relation to this endorsement

Head of Centre

- Provides a signed 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 undertake the Spoken Language endorsement
- Ensures the appropriate arrangements are in place for internal standardisation of assessments

Subject Leader

- Confirms understanding of the Spoken Language Endorsement for GCSE English Language specifications designed for use in England
- Ensures all the requirements in relation to the endorsement are known and understood
- Follows the required task setting and task taking instructions
- Assesses candidates, either live or from recordings, using the common assessment criteria
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes
- Follows the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings

Exams Officer

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings