

## Non-Examination Assessment Policy

Policy Code:	TL7
Policy Start Date:	March 2024
Policy Review Date:	March 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR33 Records Management Policy
- TL1 Access to Fair Assessment Policy
- TL2 Appeals (Exam and Qualification Grades) Policy
- TL3 Curriculum, Teaching & Assessment Policy
- TL4 Learner Malpractice Policy
- TL9 Conduct & Administration of Examinations Policy
- TL15 Word Processor Policy
- TL6 SEND Policy
- TL18 Special Consideration & Reasonable Adjustment Policy
- SW5 Safeguarding & Child Protection Policy



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## **1 Policy Statement**

- 1.1 The policy outlines the guidelines and procedures for non-examination assessments (NEA) for GCSE and GCE qualifications, in compliance with the regulations set forth by the Joint Council for Qualifications (JCQ).
- 1.2 This policy is applicable to all subjects with NEA components.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Trust Services.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.
- 2.3 Teachers are responsible for designing, delivering and assessing NEA tasks in line with JCQ guidelines. Subject Leads are responsible for overseeing compliance within their department/subject areas.
- 2.4 Examination Officers are responsible for coordinating NEA submissions and ensuring compliance with JCQ regulations. The Trust's Examinations Manager is responsible for overseeing the work of the Examinations Officers.

## **3 Aims**

- 3.1 To ensure fair, consistent and transparent assessment practices in accordance with JCQ requirements.

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## **4 Definition of ‘Non-Examination Assessments’**

4.1 NEA refers to any form of assessment that is not conducted under formal examination conditions, as defined by JCQ regulations. This includes coursework, projects, fieldwork, and practical assessments.

## **5 Task Design and Approval**

5.1 NEA tasks must align with the subject-specific skills and knowledge outlined in the GCSE and GCE subject specifications, and adhere to JCQ requirements.

5.2 Tasks will be approved by either the examination board responsible for the assessment, or the Head of Department/Subject Lead, who are responsible for ensuring the tasks comply with JCQ guidelines and are accessible and inclusive for all pupils.

## **6 Assessment Guidelines**

6.1 Clear guidelines for each NEA task must be provided to pupils, adhering to JCQ criteria, including assessment criteria, deadlines and expectations.

6.2 Teachers should offer support and guidance during the preparation stages, ensuring pupils understand the assessment criteria and can work independently, as required by JCQ.

## **7 Authentication of pupil work**

7.1 Teachers must take steps to authenticate a pupil’s work, to ensure it is their own. This may include:

- discussing a pupil’s chosen topic with them, to check their understanding and approach prior to commencing the NEA unit;
- carrying out regular progress reviews/meetings with pupils;
- reviewing a pupil’s record of activity/progress;
- using assessor observation;
- regularly reviewing a pupil’s lab books, previous drafts and research notes (where available);
- reviewing photographic, film or audio evidence (where available); and/or
- asking candidates to provide an annotated bibliography (where possible).

7.2 If a Teacher has a concern over learner malpractice, they should refer to the Trust’s TL4 Learner Malpractice Policy for guidance.

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## **8 Plagiarism**

- 8.1 Plagiarism and academic misconduct are strictly prohibited, in accordance with JCQ regulations. For further information, please see the Trust's TL4 Learner Malpractice Policy.

## **9 Submissions and Moderation**

- 9.1 NEA submissions must adhere to JCQ deadlines and regulations.
- 9.2 Teachers are responsible for moderating and internally verifying assessments, following JCQ guidelines. In instances where there is only one member of staff within a department, assessments can be moderated and verified by staff working in a different Trust setting.
- 9.3 Teachers are expected to complete any relevant examination board training before commencing any moderation and/or verification.
- 9.4 Random sampling of NEA submissions may be conducted to ensure consistency and fairness, as required by JCQ.

## **10 Special Considerations**

- 10.1 Please see TL18 Special Consideration & Reasonable Adjustment Policy.

## **11 Record Keeping**

- 11.1 Accurate and detailed records of NEA assessments, including task outlines, pupil submissions, and internal verification, must be maintained in compliance with JCQ regulations.

## **12 Appeals**

- 12.1 In the event that a pupil wishes to challenge an assessment decision, they must do so in line with the Trust's TL2 Appeals Policy.

## **13 Policy Change**

- 13.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



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# **The Priory Federation of Academies Trust**

## **Non-Examination Assessment Policy**

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.