



Management of non-examination assessments

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

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Management of Non-examination assessments

1. Statement

Any GCSE and A level assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified by the Joint Council for Qualifications (JCQ) as a non-examination assessment (NEA). NEA therefore includes all work that is internally-assessed, as well as any that is internally-supervised but externally-assessed. It encompasses a number of forms of assessment, including written coursework, practical project work, investigations, performances, and spoken assessment; it also includes the practical skills endorsement element of the A level Sciences.

The College is committed to quality assuring the procedures used when its staff assess candidates' work for NEA components of external qualifications. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

2. Aims

The aim of this policy is to help staff identify their responsibilities in planning, supervising and assessing NEA work, including how candidates' work will be authenticated, and shows how responsibilities are distributed amongst staff.

Staff are responsible for making students aware of the deadlines for internal submission but it is the student's responsibility to

ensure they meet that deadline. Students who fail to submit work by the deadline must expect their entry for that subject award to be withdrawn. This means they will not gain the qualification.

3. Key Documents and related policies

3.1 Key documents

All teachers involved with the delivery and/or assessment of NEA components must be familiar with this policy and with the detailed requirements and processes described in the relevant, current subject specification documents.

All staff involved in the delivery and/or assessment of NEAs should ensure they are familiar with the latest JCQ documents:

A guide to the special considerations process

AI Use in Assessments: Protecting the Integrity of Qualifications

Informing candidates of their centre-assessed marks

Instructions for Conducting Coursework (ICC)

Instructions for Conducting Non-Examination Assessments

Post-Results Services

Suspected Malpractice: Policies and Procedure

Teachers sharing non-examination assessment material and candidates' work

Subject teachers must ensure that candidates are fully aware of the requirements of the NEA components for which they are studying, and should refer them to the JCQ notices:

Information for candidates: coursework assessments

Information for candidates: non-examination assessments

Information for candidates: Social Media (infographic)

3.2 Related policies

Examinations Policy

Controlled Assessments Policy

Malpractice and Maladministration Policy (Exams)

Plagiarism Policy

4. Roles and Responsibilities

4.1 The Basic Principles

Head of Centre

Ensures that the centre's non-examination assessment policy is fit for purpose

Ensures the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre's marking

Examinations Officer

Ensures that the Head of Centre (Principal) completes the Head of Centre declaration at the time of the National Centre Number Register annual update to confirm awareness of and that relevant centre staff are adhering to the latest version of NEA and ICC

Confirms with subject teachers that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates

Signposts the annually updated JCQ publication Instructions for conducting non-examination assessments to relevant centre staff

Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination

assessment

Head of Faculty

Ensures subject teachers understand their role and responsibilities within the non-examination assessment process

Ensure the correct conduct of non-examination assessments (including endorsements) which comply with NEA, ICC and awarding body subject-specific instructions

Ensures NEA, ICC and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements)

Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers

Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria

Where not provided by the awarding body, ensures a centre-devised template is provided for candidates to keep a detailed record of their own research, planning, resources etc.

Subject Teacher

Understands and complies with the general instructions as detailed in NEA and ICC

Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website

Marks internally assessed work to the criteria provided by the awarding body

Ensures the Examinations Officer is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code for the

qualification or is made as a separate unit entry code) by the internal deadline for entries

4.2 Task setting and Issuing of tasks

Subject Teacher

Selects tasks to be undertaken where a number of comparable tasks are provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification

Makes candidates aware of the criteria used to assess their work
Determines when set tasks are issued by the awarding body

Identifies date(s) when tasks should be taken by candidates

Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times

4.3 Task Taking

4.3.1 Supervision

Subject teacher

Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements

Ensures there is sufficient supervision to enable the work of a candidate to be authenticated

Ensures there is sufficient supervision to ensure the work a candidate submits is their own

Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own.

Where candidates may work in groups, keeps a record of each

candidate's contribution

Ensures candidates are aware of the current JCQ documents

Information for candidates: non-examination assessments and

Information for candidates: Social Media

Ensures candidates understand and comply with the regulations
in relevant JCQ documents

Information for candidates
Ensures candidates understand that information from all sources
must be referenced, receive guidance on referencing and are
aware they must not plagiarise

4.3.2 Advice and feedback

As relevant to the subject/component, advises candidates on
relevant aspects before candidates begin working on a task

Will not provide candidates with model answers or
outlines/headings specific to the task

When reviewing candidates' work, unless prohibited by the
specification, provides oral and written advice at a general level
to candidates

Allows candidates to revise and re-draft work after advice has
been given at a general level

Records any assistance given beyond general advice and takes it
into account in the marking or submits it to the external
examiner

Ensures when work has been assessed, candidates are not
allowed to revise it

4.3.3. Resources

Refers to the awarding body's specification and/or associated
documentation to determine if candidates have
restricted/unrestricted access to resources, including the
internet and AI, when planning and researching their tasks

Refers to the JCQ document AI Use in Assessments: Protecting
the Integrity of Qualifications as well as awarding body's

specification and/or other associated and relevant published regulations

Refers to the College's Maladministration and Malpractice Policy, makes candidates aware of appropriate and inappropriate use of AI, risks of using AI and the possible consequences of using AI inappropriately in a qualification assessment

Ensures conditions for any formally supervised sessions are known and put in place

Ensures appropriate arrangements are in place to keep the work to be assessed, and any preparatory work, secure between any formally supervised sessions, including work that is stored electronically

Ensures conditions for any formally supervised sessions are understood and followed by candidates

Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions

Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

Ensures candidates understand how all sources included in work that is submitted for assessment must be acknowledged

4.3.4 Word and time limits

Refers to the awarding body's specification to determine where word and time limits apply/are mandatory

4.3.5 Group and collaboration work

Unless stated otherwise in the awarding body's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work

Ensures that it is possible to attribute assessable outcomes to individual candidates

Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment

Assesses the work of each candidate individually

4.3.6 Authentication procedure

Where required by the awarding body's specification:
ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work, as soon as the assessment has been completed;
signs the teacher declaration of authentication confirming the requirements have been met

Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in NEA and ICC and informs the Director of Studies

Understands that if, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero

4.3.7 Presentation of work

Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution

Instructs candidates to present work as detailed in NEA unless the awarding body's specification gives different subject-specific instructions

Instructs candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work

Ensures the awarding body's specified requirements are met if submitting candidates' work electronically

4.3.8 Keeping materials secure

When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)

When work is submitted by candidates for final assessment, ensures work is securely stored

Follows secure storage instructions as defined in NEA

Takes sensible precautions when work is taken home for marking

Stores internally assessed work, including the sample returned after awarding body moderation, securely until all possible post-results services have been exhausted

If post-results services have not been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series

If post-results services have been requested, returns internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed

Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means (Reminds candidates of the contents of the JCQ document Information for candidates: Social Media)

Where work is stored electronically, liaises with the IT Manager to ensure the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access to it between sessions

Examinations Officer

Keeps signed candidate declarations on file until the deadline for requesting reviews of results has passed or until any appeal,

malpractice or other results enquiry has been completed,
whichever is later

Provides signed candidate declarations where these may be
requested by a JCQ Centre Inspector
Facilities Manager

Ensures appropriate arrangements are in place to restrict access
between sessions to candidates' work where work is stored
electronically

Restricts access to this material and utilises appropriate security
safeguards such as firewall protection and virus scanning
software

Employs an effective back-up strategy so that an up to date
archive of candidates' evidence is maintained

Considers the contingency of candidates' work being backed-up
on two separate devices, including one off-site, and
implementing appropriate security arrangements which protects
candidates' work in the event of IT system corruption and cyber-
attacks

Considers encrypting any sensitive digital media to ensure the
security of the data stored within it and refers to awarding body
guidance to ensure that the method of encryption is suitable

4.4 Task marking

4.4.1 Conduct of externally assessed work

Subject Teacher

Liaises with the exams officer regarding the arrangements for
any externally assessed components of a specification which
must be conducted within a window of dates specified by the
awarding body and according to JCQ Instructions for conducting
examinations

Liaises with the Visiting Examiner where this may be applicable

to any externally assessed component
Exams Officer

Arranges timetabling, rooming and invigilation where and if this is applicable to any externally assessed non-examination component of a specification
Conducts the externally assessed component within the window specified by the awarding body and according to JCQ Instructions for conducting examinations
4.4.2 Submission of work

Subject Teacher

Where applicable, provides the attendance register to a visiting examiner
Exams Officer

Provides the attendance register to the subject teacher where the component may be assessed by a visiting examiner
Ensures the awarding body's attendance register for any externally assessed component is completed correctly to show candidates who are present and any who may be absent
Where candidates' work must be despatched to an awarding body's examiner, ensures the completed attendance register accompanies the work
Keeps a copy of the attendance register until after the deadline for reviews of results for the exam series
Packages the work as required by the awarding body and attaches the examiner address label
Ensures that the package in which the work is despatched is robust and securely fastened
Despatches the work to the awarding body's instructions by the required deadline

4.4.3 Marking and annotation

Subject Teacher

Accesses awarding body training as required to ensure familiarity with the mark scheme/marketing process

Marks candidates' work in accordance with the marking criteria provided by the awarding body

Does not use artificial intelligence as the sole means of marking candidates' work

Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
Informs candidates of their marks which could be subject to change by the awarding body moderation process

Ensures candidates are informed to the timescale indicated in the centre's internal appeals procedure to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body

Ensures that where they teach their own child, a conflict of interest is declared to the awarding body and the marked work of the child submitted for moderation, whether it is part of the moderation sample or not

Exams Officer

Informs candidates of their centre-assessed marks and agrees with subject teachers when the students will be informed. The date chosen will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline

4.4.4 Internal standardisation

Head of Faculty

Ensures that internal standardisation of marks across assessors and teaching groups takes place as required

Supports staff not familiar with the mark scheme

Retains evidence that internal standardisation has been carried out

Ensures accurate internal standardisation, for example by:
obtaining reference materials at an early stage in the course
holding a preliminary trial marking session prior to marking
carrying out further trial marking at appropriate points during the marking period

after most marking has been completed, holds a further meeting to make final adjustments

making final adjustments to marks prior to submission

Retains work and evidence of standardisation

Subject Teacher

Indicates on work (or cover sheet) the date of marking

Marks to common standards

Keeps candidates work secure 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

4.4.5 Submission of marks and work for moderation

Subject Teacher

Submits marks to the Examination Officer, keeping a record of the marks awarded, by the internal deadline

Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and

ensures mark input is checked before submission to avoid transcription errors

Provides the moderation sample to the exams officer by the internal deadline

Ensures that where a candidate's work has been facilitated by a scribe or practical assistant, the relevant completed cover sheet is securely attached to the front of the work and sent to the moderator in addition to the sample requested

Ensures the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required

Provides the exams officer with any supporting documentation required by the awarding body

Exams Officer

Inputs and submits marks online, via the awarding body secure website, keeping a record of the marks submitted, to the external deadline/ confirms with subject teachers that marks have been submitted to the awarding body deadline.

Submits the requested samples of candidates' work to the awarding body moderator by the external deadline, keeping a record of the work submitted

Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors

Confirms with the subject teacher that moderation sample has been submitted to the awarding body by the deadline

Ensures that for postal moderation- work is dispatched in packaging provided by the awarding body- moderator label(s) provided by the awarding body are affixed to the packaging- proof of dispatch is obtained and kept on file until the successful issue of final results

Through the subject teacher, ensures the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required
Through the subject teacher, submits any supporting documentation required by the awarding body

4.4.6 Storage and retention of work after submission of marks

Subject Teacher

Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample

Retains all marked candidates' work (including any sample returned after moderation) under secure conditions for the required retention period

In liaison with the Facilities Manager, takes steps to protect any work stored electronically from corruption and has a back-up procedure in place

If retention is a problem because of the nature of the work, retains some form of evidence such as photos, audio or media recordings

Exams Officer

Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention

In addition to the subject teacher, retains all marked candidates' work (including any sample returned after moderation) under secure conditions for the required retention period

4.4.7 External moderation

Subject Teacher

Ensures that awarding body or its moderator receive the correct samples of candidates' work

Where relevant, liaises with the awarding body/moderator where the moderator visits the centre to mark the sample of work

Complies with any request from the moderator for remaining work or further evidence of the centre's marking

Checks the final moderated marks when issued to the centre when the results are published

Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series
Exams officer

Accesses or signposts moderator reports to relevant staff

Takes remedial action, if necessary, where feedback may relate to centre administration

4.5 Access arrangements

Subject Teacher

Works with the SENDCo to ensure any Access Arrangements for eligible candidates are applied to assessments

SENDCo

Follows the regulations and guidance in the JCQ publication Access Arrangements and Reasonable Adjustments in relation to non-examination assessments including Reasonable Adjustments for GCE A-level sciences – Endorsement of practical skills

Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to

assessments taking place

Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments

Works with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met

Ensures that staff acting as an access arrangement facilitator are fully trained in their role

4.6 Special consideration and loss of work

Subject Teacher

Understands that a candidate may be eligible for special consideration in assessments in certain situations where a candidate is absent and/or produces a reduced quantity of work

Liaises with the exams officer when special consideration may need to be applied for a candidate taking assessments

Liaises with the exams officer to report loss of work to the awarding body

Exams Officer

Refers to/directs relevant staff to the relevant JCQ form and where applicable submits to the relevant awarding body

Refers to/directs relevant staff to the JCQ publication A guide to the special consideration process

Where a candidate is eligible, submits an application for special consideration via the awarding body's secure extranet site to the prescribed timescale

Where application for special consideration via the awarding body's secure extranet site is not applicable, submits the required form to the awarding body to the prescribed timescale

Keeps required evidence on file to support the application

4.7 Malpractice

Head of Centre

Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff

Ensure any irregularity identified by the centre before the candidate has signed the authentication statement (where required) is dealt with under its own procedures, with no requirement to report the irregularity to the awarding body
Is familiar with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures

Ensures that those members of teaching staff involved in the direct supervision of candidates producing non examination assessment are aware of the potential for malpractice and ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself

Subject Teacher

Is aware of the JCQ Notice to Centres – Sharing NEA material and candidates' work to mitigate against candidate and centre malpractice

Ensures candidates understand what constitutes malpractice in non-examination assessments and coursework

Ensures candidates understand the JCQ document Information for candidates: non-examination assessments and coursework assessments

Ensures candidates understand the JCQ document Information for candidates: Social Media

Escalates and reports any alleged, suspected or actual incidents of malpractice involving candidates to the head of centre

Exams Officer

Signposts the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures to the head of centre

Signposts the JCQ Notice to Centres – Teachers sharing assessment material and candidates' work to subject heads

Signposts candidates to the relevant JCQ information for candidates documents

Where required, supports the head of centre in investigating and reporting incidents of alleged, suspected or actual malpractice

4.8 Post-results Service

Head of Centre

Is familiar with JCQ Post-Results Services

Ensures the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a review of results or an appeal

Subject Teacher

Provides advice and guidance to candidates on their results and the post-results services available

Provides the exams officer with the original sample or relevant sample of candidates' work that may be required for a review of moderation to the internal deadline

Supports the exams officer in collecting candidate consent where required

Exams officer

Provides relevant support to subject teachers making decisions about reviews of results



Is aware of the individual post-results services available for externally assessed and internally assessed components of non-examination assessments as detailed in the JCQ publication Post Results Services (Information and guidance to centres.)

Provides/signposts relevant centre staff and candidates to post-results services information

Ensures any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site to deadline

Collects candidate consent where required