

Reviewed 7th October 2024

NON-EXAMINATION ASSESSMENT (incl. CONTROLLED ASSESSMENTS & COURSEWORK) POLICY

Introduction

- Non-examination assessments, called NEA, measure subject-specific knowledge and skills that cannot be tested by timed written papers; they include internal assessments and internally/externally marked practical examinations). Those NEA have three assessment stages with various requirements and rules:
 1. Task setting
 2. Task taking
 3. Task marking
- Coursework components assess candidates' skills, knowledge and understanding that may not readily be assessed by timed written papers. Coursework will take many different forms.

Purpose of the Policy

In accordance with the JCQ requirements, **the Lycée Français Charles de Gaulle**, known as the Centre, has an NEA policy in place which:

- covers procedures for planning and managing non-examination assessments
- defines staff roles and responsibilities with respect to non-examination assessments
- manages risks associated with non-examination assessments (NEA)

The key principles

Head of Centre role and responsibilities:

Returns a declaration (managed as part of the National Centre Number Register annual update) to confirm awareness of, and that relevant Centre staff are adhering to, the latest version of [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#), and confirms:

- ✓ All reasonable steps have been or will be taken to ensure that all relevant Centre candidates have had, or will have, the opportunity to undertake the (GCSE English Language) Spoken Language endorsement or the (A Level Sciences) prescribed practical activities
- ✓ The Centre's policy is fit for purpose and covers all types of non-examination assessment
- ✓ The Centre's [internal appeals procedure](#) clearly details the process 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
- **Task marking - internally assessed components**
 - ✓ Makes every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g son/daughter)
 - ✓ Where this cannot be avoided, ensures the possible conflict of interest is declared to the relevant awarding body and the marked work is submitted for moderation whether or not it is part of the moderation sample
- **Malpractice**
 - ✓ Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates or Centre staff

- ✓ Ensures any irregularity identified by the Centre before the candidate has signed the authentication statement (where required) are dealt with under its own internal procedures, with no requirement to report the irregularity to the awarding body (The only exception being where the awarding body's confidential assessment materials has been breached, the breach must be report to the awarding body)
- ✓ Is familiar with the JCQ document [Suspected Malpractice: Policies and Procedures](#)
- ✓ Ensures that Subject Teachers involved in the direct supervision of candidates producing non-examination assessments or coursework are aware of the potential for malpractice and ensure that they are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself
- **Endorsements and Practical Skills Endorsement for the A Level Sciences**
 - ✓ Ensures that Subject teachers undertake the required training provided by the awarding body on the implementation of the practical endorsement.

Subject Teachers role and responsibilities:

- Understand and comply with the general instructions as detailed in the JCQ documents [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#), including any subject-specific instructions, Teachers' notes or additional information on the awarding body's website.
- Be aware of the relevant awarding body's assessment schedules by the start of the academic year
- Confirm with appropriate awarding body that forms and templates used for non-examination assessment (including endorsements) are correct
- Ensure appropriate procedures in line with awarding body criteria are in place to internally standardise/verify the marks awarded to candidates
- Ensure there is appropriate record of the relevant information which has been given to, received and understood by candidates
- Where not provided by the awarding body, ensure appropriate record has been provided for candidates to keep a detailed record of their own research, planning, resources etc.
- Ensure the Exams Officer is provided with relevant entry codes for subjects (even if the entry for the internally assessed component forms part of the overall entry code for the qualification) by October for the Summer exam series
- **Task setting**
 - ✓ Select 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
 - ✓ Make candidates aware of the criteria used to assess their work
 - ✓ Determine when set tasks are issued by the awarding body and identify date(s) when tasks should be taken by candidates
 - ✓ Access set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
- **Task taking and Supervision**
 - ✓ Check the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
 - ✓ Ensure there is sufficient supervision and processes in place to enable the work of a candidate to be authenticated and officially confirm the work submitted is their own, also where work may be completed outside of the centre without direct supervision
 - ✓ Where candidates may work in groups, keep a record of each candidate's contribution as it must be possible to attribute assessable outcomes to individual candidates

- ✓ Ensure candidates are aware, understand and comply with the current JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social media](#)
- ✓ Ensure candidates understand that information from all sources must be referenced; that they receive guidance on setting out references and that they are aware that they must not plagiarise other material
- **Advice and feedback**
 - ✓ Advise candidates on relevant but general subject/component aspects before candidates begin working on a task
 - ✓ Do not provide candidates with model answers or writing frames specific to the task
 - ✓ When reviewing candidates' work, unless prohibited by the specification, provide oral and written advice at a general level to candidates
 - ✓ Allow candidates to revise and re-draft work after advice has been given at a general level
 - ✓ Record any assistance given beyond general advice and take it into account in the marking or submits it to the external examiner
 - ✓ Ensure when work has been assessed, candidates are not allowed to revise it
- **Resources**
 - ✓ Refer to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks

Subject Teachers **MUST** refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (www.jcq.org.uk/exams-office/malpractice) as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator.

By referencing this document and the centre's [Malpractice Policy](#), Subject Teachers must make candidates aware of the appropriate and inappropriate use of AI, the risks and possible consequences of using AI inappropriately in a qualification assessment

- ✓ Ensure conditions for any formally supervised sessions are known and put in place, understood and followed by candidates
- ✓ Ensure 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
- ✓ Ensure candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- ✓ Ensure that, where appropriate to include references, candidates keep a detailed record of their own research, planning, resources, etc.
- **Word and time limits**
 - ✓ Refer to the awarding body's specification to determine where word and time limits apply/are mandatory
- **Collaboration and group work**
 - ✓ Unless stated otherwise in the awarding body's specification, and where appropriate, allow candidates to collaborate when carrying out research and preparatory work
 - ✓ Ensure that it is possible to attribute assessable outcomes to individual candidates
 - ✓ Ensure that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment
 - ✓ Assess the work of each candidate individually

- **Authentication procedures**
 - ✓ Ensure candidates sign a declaration confirming the work they submit for final assessment is their own unaided work - Provide those signed declarations where these may be requested by a JCQ Centre Inspector (Electronic signatures are acceptable)
 - ✓ Sign the Teacher declaration of authentication confirming the requirements have been met
 - ✓ Keep 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
 - ✓ Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follow the authentication procedures and malpractice information in the JCQ documents [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#), and inform the Head of Centre immediately.
 - ✓ Understand 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
- **Presentation of work**
 - ✓ Obtain 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
 - ✓ Instruct candidates to present work as detailed in the JCQ documents [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#), unless the awarding body's specification gives different subject-specific instructions
 - ✓ Instruct 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
 - ✓ Ensure if candidates' work is to be submitted electronically, that it meets the awarding body's specified requirements
- **Keeping materials secure**
 - ✓ When work is being undertaken by candidates under formal supervision, ensure work is securely stored between sessions (if more than one session)
 - ✓ When work is submitted by candidates for final assessment, ensure work is securely stored
 - ✓ Follow secure storage instructions as defined in the JCQ documents [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#),
 - ✓ Take sensible precautions when work is taken home for marking
 - ✓ Store 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, return 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, return internally assessed work to candidates (if requested by a candidate) once the review of results and any subsequent appeal has been completed
 - ✓ Remind 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 (Remind candidates of the contents of the JCQ document [Information for candidates - social media](#))
 - ✓ Ensure that work stored electronically is kept in line with the Centre Cybersecurity policy and the criteria set out within the subject specification
 - ✓ Understand that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely as required

- **Task marking - externally assessed components**
 - ✓ Liaise 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 where applicable, according to the JCQ document [Instructions for conducting examinations](#)
 - ✓ Liaise with the Visiting Examiner where this may be applicable to any externally assessed component
- **Task marking - internally assessed components**
 - ✓ In accordance with the Centre's policy on [Internal appeals Procedure](#), set timescales and inform candidates of their Centre-assessed marks that 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
 - ✓ Mark candidates' work in accordance with the marking criteria provided by the awarding body - Do not use artificial intelligence as the sole means of marking candidates' work
 - ✓ Annotate 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
 - ✓ Inform candidates of their marks which could be subject to change by the awarding body moderation process
- **Internal standardisation**
 - ✓ Ensure that internal standardisation of marks across assessors and teaching groups takes place as required
 - ✓ Ensure 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 retaining work and evidence of standardisation
 - Retain evidence that internal standardisation has been carried out
 - ✓ Indicate on work (or cover sheet) the date of marking
 - ✓ Mark to current mark scheme standards
 - ✓ Keep 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
- **Submission of marks and work for moderation**
 - ✓ Pay close attention to the completion of the attendance register, if applicable
 - ✓ Where responsible for marks input, ensure checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors
 - ✓ Ensure the correct moderation sample is provided to the Exams Officer by the internal deadline
 - ✓ Ensure 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 when sample is requested and provided to the Exams Officer.
 - ✓ Where relevant, liaise with the awarding body/moderator when the moderator visit the Centre to mark the sample of work.

- ✓ Ensure 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
- ✓ Comply with any request from the moderator for remaining work or further evidence of the Centre's marking
- ✓ Provide the Exams Officer with any supporting documentation required by the awarding body
- **Storage and retention of work after submission of marks**
 - ✓ Keep a record of names and candidate numbers for candidates whose work was included in the moderation sample
 - ✓ Retain all marked candidates' work (including any sample returned after moderation) under secure conditions for the required retention period
 - ✓ In liaison with IT, take steps to protect any work stored electronically from corruption or unauthorised access
 - ✓ If retention is a problem because of the nature of the work, retain some form of evidence such as photos, audio or media recordings
- **Moderation feedback**
 - ✓ Check the final moderated marks issued by the Centre are in line with the published results
 - ✓ Check any moderator reports and ensure that any remedial action, if necessary, is undertaken before the next exam series
- **Access Arrangements and reasonable adjustments**
 - ✓ Check with the Exams Officer (SENco equivalent) to ensure any Access Arrangements for eligible candidates are applied to assessments, according to the latest regulations.
- **Special consideration and loss of work**
 - ✓ Understand 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
 - ✓ Liaise with the Exams Officer when special consideration may need to be applied for a candidate taking assessments
 - ✓ Liaise with the Exams Officer to report loss of work to the awarding body
- **Malpractice**
 - ✓ Be aware of the JCQ [Notice to Centre - Sharing NEA material and candidates' work](#)
 - ✓ Ensure candidates understand what constitutes malpractice in non-examination assessments/coursework and that they have received and understood the JCQ documents [Information for candidates - non-examination assessments/coursework assessments](#) as well as the [Information for candidates - social media](#)
 - ✓ Escalate and report any alleged, suspected or actual incidents of malpractice involving candidates to the Head of Centre immediately.
- **Endorsements**
 - ✓ Ensure the appropriate arrangements are in place for internal standardisation of assessments
 - ✓ Confirm understanding of the [Spoken Language Endorsement for GCSE English Language specifications](#) and ensures any relevant JCQ/awarding body instructions are followed
 - ✓ Ensure the requirements in relation to the endorsement are known and understood and the required task setting and task taking instructions are followed correctly as per the awarding body's instructions
 - ✓ Assess candidates, either live or from recordings, using the common assessment criteria
 - ✓ Provide audio-visual recordings of the presentations of a sample of candidates for monitoring purposes

- ✓ Follow the awarding body's instructions for the submission of grades (**Pass, Merit, Distinction or Not Classified**) and the storage and submission of recordings
- **Practical Skills Endorsement for the A Level Sciences**
 - ✓ Ensure arrangements are in place for implementing the requirements of the practical endorsement appropriately and applying the standards appropriately and any additional responsibilities.
 - ✓ Confirm understanding of the Practical skills endorsement for the A Level Sciences and ensure any relevant JCQ/awarding body instructions are followed.
 - ✓ Where the Centre intends to enter candidates for the first time for one or more of the A Level subjects, the relevant body must be contacted at the beginning of the course.
 - ✓ Undertake any training provided by the awarding body on the implementation of the practical endorsement and ensure the standards are applied appropriately.
 - ✓ Liaise with all relevant parties in relation to arrangements for and conduct of a monitoring visit.
 - ✓ Ensure all the JCQ/awarding body requirements/instructions in relation to the endorsement are known, understood and followed.
 - ✓ Provide all the required Centre records and ensure candidates provide the required records
 - ✓ Assess candidates using the Common Practical Assessment Criteria (CPCA).
 - ✓ Apply for an exemption when a candidate cannot assess the practical endorsement due to a substantial impairment.
 - ✓ Follow the awarding body's instructions for the submission of candidates Pass or Not Classified assessment outcome/provide assessment outcomes to the Exams Officer to the internal deadline.

IT role and responsibilities:

- **Keeping materials secure**

Where necessary and in line with the Centre's Cybersecurity policy, the Centre will:

- ✓ Ensure appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
- ✓ Restrict access to this material and utilise appropriate security safeguards such as firewall protection and virus scanning software
- ✓ Employ an effective back-up strategy on two separate devices, so that an up to date archive of candidates' evidence is maintained
- ✓ Consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up and implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks
- ✓ Consider 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

Exams Officer role and responsibilities:

- Signpost the annually updated JCQ documents [Instructions for conducting non-examination assessments](#), [Instructions for conducting coursework](#) to relevant subject teachers
- Carry out tasks where these may be applicable to the role in supporting the administration of non-examination assessments and coursework
- **Task marking - internally assessed components**
 - ✓ Arrange timetabling, rooming and invigilation where and if this is applicable to any externally assessed non-examination component of a specification

- ✓ Ensure the externally assessed component is conducted within the window specified by the awarding body and where applicable, according to JCQ document [Instructions for conducting examinations](#)
- **Submission of marks and work for moderation**
 - ✓ Provide the attendance register to the Subject Teacher where applicable
 - ✓ Ensure the awarding body's attendance register for any externally assessed component is completed correctly
 - ✓ Where candidates' work must be dispatched to an awarding body's examiner or moderator or uploaded electronically, ensures this is completed securely, according to the awarding body's instructions and by the required deadline
 - ✓ Keep a copy of the attendance register until after the deadline for reviews of results for the exam series
- **Task marking - internally assessed components**
 - ✓ Input and submit marks online, via the awarding body secure extranet site, keeping a record of the marks submitted, to the external deadline and confirm with Subject Teacher
 - ✓ Submit the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted and confirm with Subject Teacher
 - ✓ For postal moderation, dispatch the work securely to the Examiner, according to the awarding body's instructions and by the required deadline
 - ✓ Obtain proof of dispatch and keep on file until the successful issue of final results
 - ✓ Submit any supporting documentation given by the Subject Teacher and required by the awarding body
- **Storage and retention of work after submission of marks**
 - ✓ Ensure any sample returned after moderation is logged and returned to the Subject Teacher for secure storage and required retention
- **Moderation feedback**
 - ✓ Access or signpost any Moderator reports to relevant Centre staff
 - ✓ Takes remedial action, if necessary, where feedback may relate to Centre administration
- **Access Arrangements and reasonable adjustments**
 - ✓ Follow the regulations and guidance in the JCQ document [Access Arrangements and Reasonable Adjustments](#) in relation to non-examination assessment
 - ✓ Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, liaise with Subject Teachers to ensure Access Arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place
 - ✓ Work with Subject Teachers to ensure requirements for Access Arrangement candidates requiring the support of a facilitator in assessments are met
 - ✓ Ensure that staff acting as an Access Arrangement facilitator are fully trained in their role
- **Special Consideration and loss of work**
 - ✓ Refer Subject teachers to the JCQ document [A guide to the special consideration process](#)
 - ✓ Where a candidate is eligible, submit 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, submit the required form to the awarding body to the prescribed timescale
 - ✓ Keep required evidence on file to support the application
 - ✓ Refer Subject Teachers where applicable to [Form 15 - JCQ/LCW](#) (lost work) and where applicable submit to the relevant awarding body

- **Malpractice**
 - ✓ Signpost the JCQ document [Suspected Malpractice: Policies and Procedures](#) to the Head of Centre
 - ✓ Signpost to relevant staff the JCQ [Notice to Centres - Sharing NEA material and candidates' work](#)
 - ✓ Signpost candidates to the relevant JCQ [information for candidates](#) documents
 - ✓ Where required, support the Head of Centre in investigating and reporting incidents of alleged, suspected or actual malpractice
- **Endorsements**
 - ✓ Follow the awarding body's instructions for the submission of grades and recordings
- **Practical Skills Endorsement for the A Level Sciences**
 - ✓ Accept contact with the monitor and pass information to the Subject Lead for a visit to be arranged with at least two weeks notice.
 - ✓ Confirm with the Subject Teacher that assessment outcomes have been submitted to the awarding body to the external deadline.
 - ✓ Follow the awarding body's instructions for the submission of candidates Pass or Not Classified assessment outcome.

Qualification/Subject specific additional information

- **A Level Subjects with NEA (Geography, History, Literature in English, French, German, Italian, Spanish)**
 - ✓ Each candidate undertakes a single independent investigation based on a question or issue defined and developed by the candidate.
 - ✓ Candidates may be given general guidance but must not be provided with a choice of titles or tasks from which to choose.
- **A Level/GCSE - Art & Design**
 - ✓ JCQ's instructions for conducting examinations are followed for the conduct of externally set components

Centre Number 10146

Next review: October 2025