



## Examination Policy – Non-Examination Assessments

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

1. It is the responsibility of each HODs/Subject Leaders to obtain the non-examination assessment task details from the examination boards. Secure papers are obtained through the Examinations Officer (EO) who will download these papers from the secure part of the website, and ask the relevant curriculum leader to sign for receipt of these materials. In the Autumn Term, the EO will forward JCQ Regulations to HODs/Subject Leaders who will then have to sign to say these have been read and understood. This information must be passed on to subject teachers. All teachers delivering non-examination assessments and candidates taking the assessments are expected to comply with the regulations governing such assessments as outlined by the examining bodies and JCQ.
2. The HOD/Subject Leader must choose the most appropriate time for the non-examination assessment to take place. This is done at the beginning of the academic year in liaison with the Deputy Head and Director of Studies.
3. The non-examination assessment may take place during timetabled class time.
4. Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Examinations Officer should be notified when high level non-examination assessment is taking place.
5. Relevant display materials must be removed or covered up.
6. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that pupils are under examination conditions.
7. All assessment materials must be locked in a suitable secure cabinet at the end of each session.
8. Whenever assessments are completed on computers, separate user accounts for examination use must be used for high control level work. These must have no access to internet or e-mail (unless this is permitted) and must only be accessible during the controlled/preparation sessions or non-examination assessment.
9. If a pupil is absent, the teacher must allow that pupil the chance to make up the time if necessary.
10. For long absences, special considerations should be applied for, although in some cases they may not be eligible (see p. 23 of the JCQ Instructions for Conducting Non-Examination Assessments)
11. Entries for non-examination assessment (if applicable) must be made at the appropriate time

12. Attendance records from assessment sessions should be kept by the class teacher.
13. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
14. Where the specification permits pupils to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
15. Where work is assessed by the teacher and externally moderated by the examination board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
16. If suspected malpractice occurs, the Examinations Officer must be informed.
17. If a pupil's work is lost within the school, this must be reported to the examination board by the Examinations Officer.
18. Authentication forms must be signed by the teachers and candidates.
19. Access arrangements apply to non-examination assessments.
20. The assessment marks must be submitted to the examination board by the appropriate date.
21. Candidates' work must be securely stored as in 8 above until all EAR services have been exhausted.
22. Re-sits of non-examination assessments may be allowed in the next examination session where applicable.
23. Should a teacher be involved in the marking and/or moderation of their own child's work, a declaration of conflict of interest must be made and that candidate's work must be added to the moderation sample.
24. After the results are published, it may be possible to request a re-moderation of the work if permission from the whole cohort is given. This is part of the Enquiries About Results process and applications must be made by the Examinations Officer.
25. In the case of internally-marked assessments, candidates must be made aware of the mark awarded and their attention must be drawn to the internal appeals policy, which allows them to have their work re-moderated (see p.16 of the aforementioned JCQ document). In the case of externally-marked assessments, teachers may - but are not obliged to - communicate their estimated marks for the candidates' work. Departments must allow sufficient time for potential reviews to take place and be completed before marks are submitted to the awarding bodies.
26. Candidates have the right to appeal against the internal assessment process in accordance with JCQ regulations; they may not, however, appeal against the mark to be submitted to the awarding body:

- a) Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
- b) Appeals **must** be made in writing.
- c) The head of centre will appoint a senior member of staff, e.g. an Assistant Head or a Deputy Head, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- d) The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- e)
- f) The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- g) The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

**Signed**

Issue Date: September 2020

Review Date: September 2021 or earlier if major change



Mrs Kathryn Gorman  
**Head**