



THE PARK COMMUNITY SCHOOL

GCSE Non Examined Assessment Policy

Policy Update

Policy Lead Person:	Deputy Headteacher
Approved By:	Local Governing Board (25.06.2020)
Next Review Date Due:	06/22

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

Non Examined Assessments (NEAs) are an essential and integral part of GCSE Assessment. They measure subject specific knowledge and skills that cannot be tested by timed written papers.

NEAs are intended to allow students to complete extended tasks during the course of Key Stage 4. They replace Controlled Assessment. The tighter controls and requirements for completion under the direct supervision of a member of staff are designed to guarantee that the work produced is the student's own. There are three assessment stages and rules which apply to each stage. These rules may vary across subjects. The stages are: task setting, task taking, task marking.

All matters related to NEAs will be considered as an extension of the GCSE examination. They will be executed with the same degree of rigour, attention to detail and fairness as all other GCSE examinations.

NEA procedures will be overseen by the Examinations Office at the School (as detailed in the Appendix).

All NEAs will be carried out according to the guidelines laid down by the awarding Examination Board.

To ensure the smooth operation of NEAs the school will:

- Incorporate NEAs into Schemes of Work where appropriate.
- Plan in advance to ensure minimal disruption and guarantee deadlines are met.
- Provide appropriate training for teaching and non-teaching staff to conduct NEAs as required.
- Ensure additional arrangements are made as required for students entitled to Access Arrangements.
- Ensure all internal standardisation procedures are completed.
- Ensure candidates' work is stored securely until such time as it is no longer required for assessment purposes.
- Ensure arrangements are in place to allow students to make up time missed due to absence.
- Ensure parents and students are fully aware of the NEA requirements via materials published on the website.

In the event of a query or complaint about NEAs, parents should contact the Examinations Office at the school in the first instance. Where a complaint cannot be resolved parents should use the school's "comments and complaints" procedure to resolve their query.

Appendix:

Outlining staff responsibilities - GCSE non examined assessment

Senior Leadership Team

- Accountable for the safe and secure conduct of NEAs. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Heads of Department/subject to schedule NEAs. (It is advisable that NEAs be spread throughout the academic years of Key Stage 4 as allowed by the Awarding Body).
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/problems over the timing or operation of non examined assessments
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events.

Teaching and Learning Leaders (Heads of Department)

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that the examination aspects are taken in line with the constraints for the appropriate Awarding Body.
- Standardise internally the marking of all teachers involved in assessing an NEA.
- Ensure that individual teachers understand their responsibilities with regard to NEAs and carry them out.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting NEAs*.
- Understand and comply with the awarding body specification for conducting NEAs, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for NEAs.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an NEA.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Exams office staff

- Enter students for individual units, whether assessed for NEAs, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and upload marksheets to awarding bodies before deadlines.
- On the few occasions where NEAs cannot be conducted in the classroom, arrange suitable accommodation where the NEA can be carried out, at the direction of the Senior Leadership Team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Work with teaching staff to ensure requirements for access arrangements are met, providing appropriate training where necessary.