Kibworth Mead Academy
NEA Policy
2024-25

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Non-Examined Assessment Policy

This policy affects the delivery of subjects of GCSE qualifications which contain a component(s) of non-examination assessment.

The regulators' definition of an examination is very narrow. In effect, any type of assessment that is not:

- set by an awarding body;
- designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body; and
- taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment)

is classified as non-examination assessment (NEA).

'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.

> 'NEA' [JCQ publication Instructions for conducting non-examination assessments, Foreword]

Non-examined assessments measure subject specific knowledge and skills that cannot be tested by timed written papers, for example verbal communication skills in GCSE English.

There are three stages to the assessments, task setting, task taking and task marking. Each stage has its own set of rules which vary from subject to subject

Purpose:

Kibworth Mead Academy (KMA) is committed to ensuring that the non-examined assessment process is fair to all students and carried out according to the JCQ regulations and awarding body subject specific rules.

Outlining staff responsibilities

Head of Centre:

The Head of Centre has overall responsibility:

- Provides an online signed declaration 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.
- Accountable for the safe and secure conduct of Non examined assessments. Ensure assessments comply with JCQ guidelines and awarding bodies subject specific instructions.
- Is familiar with the JCQ publication Suspected Malpractice: Policies and Procedures

Senior Leaders:

- At the start of the academic year, begin coordinating with Heads of departments/Department subject Leads to schedule Non examined assessments. (It is advisable that Non examined assessments be spread throughout the academic years of Key stage 4).
- 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.
- Create, publish and update an internal appeals policy for Non examined assessments.
- Ensures the centre's non-examination policy is fit for purpose
- Working with the Exams Officer ensures any conflict of interest is declared to the awarding body.
- Is familiar with the JCQ publication [Suspected Malpractice: Policies and Procedures](#)

Heads of Department/Subject Lead:

Head of Department/Subject Lead is responsible for ensuring that:

- Ensure assessments comply with JCQ guidelines and awarding bodies subject specific instructions The assessment procedures, as outlined in the regulations published by the relevant examination boards, are properly implemented in practice,
- Ensure all teachers involved with Non examined assessments in the subject have read the JCQ NEA guidelines for that academic year. [Non-Examination Assessments - JCQ Joint Council for Qualifications](#)
- Is familiar with the JCQ publication [Suspected Malpractice: Policies and Procedures](#)
- 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.
- 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 individual teachers understand their responsibilities with regard to Non examined assessments
- Deadlines are clear, agreed with all teachers in the department, realistic, published (where possible) for students and their Parent(s)/guardian(s) and shared with all relevant parties, e.g. Year Heads, Form Teachers, etc.
- Ensure that all staff involved have a calendar of events.
- All teacher feedback, throughout preparation, will refer to mark schemes and criteria, All staff in the department follow the procedures for subject teachers as outlined,
- In the event of the student's absence the Head of Department should arrange time and rooming etc. for the student to take the Non-examined assessment. In the case of extended absence, the Exams Officer should be consulted.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component

Subject Teacher:

While the Head of Department/Subject Lead has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing non-examined assessments.

Managing Non Examined Assessments

- Is aware of the JCQ Notice to Centres - Sharing NEA material and candidates' work to mitigate against candidate and centre malpractice
- Ensures candidates are aware of the current JCQ documents Information for candidates - non-examination assessments and Information for candidates - Social Media
- 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* (http://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, makes candidates aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment
- Make students aware of the Internal Appeals Procedure and the regulations concerning Malpractice
- Ensure students are fully aware of the Non-examination assessments task requirements:
- Ensure that students are fully aware of the Non-examination assessments task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school.
- Liaises with the SENCO to ensure any access arrangements for eligible students are applied to assessments.
- Where candidates may work in groups, keeps a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates.
- Provide standardised examples work from previous years or from examination board exemplars, where appropriate.
- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting Non examined assessments.
- 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 correct level of control). Undertake the tasks required under the regulations, only permitting assistance to the students as the specification allows.
- Where work is stored electronically, liaises with the IT department to ensure the protection and the back up of students work and that appropriate arrangements are in place to restrict access to it between sessions.
- Ensures if students' work is to be submitted electronically, that it meets the awarding body's specified requirements

- Ensure students and supervising staff sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks through the Examinations Officer to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates work securely between assessments sessions (if more than one).
- Post-completion, retain candidates' work securely until after 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Departmental Marking of Non-examined work:

- Mark all Non-examination assessments within the timeframe agreed within the department,
- Throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the student or his Parent(s)/guardian(s),
- Provide the Head of Department with the Non-examination assessments marks and samples within the agreed timeframe.
- The Head of Department will retain a copy of all pupil marks and make these available to the Exams Officer.
- Attend standardisation and moderation meetings as required by the Head of Department and carry out all agreed adjustments to marks. Ensuring any award body training updates have been attended prior to standardisation of work.
- The final raw mark for the Non-examination assessments may be provided to students so that they can make sensible decisions about appeals. This should preferably be done after the internal moderation and standardisation procedures.
- Annotate final Non-examination assessments according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board.

Non-examination assessments deadlines:

- All Non-examination assessments should be handed in before or on the submission date, those students who fail to meet this date should not normally have work accepted. The student is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.
- In determining deadline dates, the Head of Department will consult with the teachers in his/her department and leave sufficient time for the marking, internal moderation, standardisation and administration.
- If a student fails to meet set deadlines their teacher should make sure that the student has no valid reason for this failure: any reason given should be discussed with the Head of Department before giving any deadline extensions. If there is no satisfactory reason for

failure to meet the deadline, then the teacher will inform the Head of Department who will inform the Parent(s)/guardian(s) about what has occurred.

Disciplinary Procedures for Malpractice – refer to the Malpractice policy for further guidance

Malpractice is defined as any attempt by students or member of staff to gain an unfair advantage in assessments. An allegation of malpractice may be made by a member of staff or a student.

Malpractice may include though not be limited to:

- Plagiarism - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
- Falsifying or fabricating data - Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
- Collusion - Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
- Copying - Copying is when one student copies work from another student, with or without the knowledge of the first student.
- Personation - Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
- Any other wilful deception in any element of an assessment

A student who aids and abets a fellow student to commit malpractice shall be deemed to have committed malpractice and will be dealt with accordingly.

When a case of suspected malpractice has been identified:

- The member of staff will bring the matter to the attention of the Department Head who in turn must report the matter to the Head Teacher for investigation. The Exams Officer will also be informed.
- The Head Teacher will appoint an impartial member of staff to investigate the allegation. If, after investigation, the investigator is satisfied that no malpractice has taken place, no further action will be taken against the student or member of staff. All parties involved will receive a written report of the investigation.
- If it is found that malpractice has taken place Kibworth Mead Academy's full Malpractice Policy will come into play.

Ownership of Non-examined work

- The ownership and copyright of assignments are retained by the teacher and the school.
- On completion, the work submitted by students becomes examination material and the school holds it securely until it has no further value as examination material. Ownership of this original work is passed to the school on submission by the student.
- Any sample of work sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.
- Students should retain a copy of their work, as the original work will not be returned.

Examinations Officer

- Enter students for individual units, whether assessed by Non examined assessments, external exam or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the exam's office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where Non examined assessments cannot be conducted in the classroom, arrange suitable accommodation where Non examined assessments can be carried out, at the direction of the senior leadership team.
- Issues candidates with the current JCQ documents Information for candidates - non-examination assessments and Information for candidates - Social Media via their form tutors
- Signposts the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures to the Head of Centre, Senior Leaders & Heads of Department for dissemination to relevant centre staff
- Signposts the JCQ Notice to Centres - Sharing NEA material and candidates' work to Head of Centre, Senior Leaders, Heads of Department for dissemination to relevant centre staff
- Signposts the annually updated JCQ publication NEA to Head of Centre, Heads of Department for dissemination to relevant centre staff

Special educational needs coordinator

- Ensure access arrangements have been applied for.
- Works with the subject teachers to ensure requirements for access arrangement students requiring support of a facilitator in assessments are met
- Work with the teaching staff to ensure requirements for the support staff are met.

IT 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 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

Mitigation of the risks

Risk	How is the risk reduced?	Who is responsible for reducing the risk
Timetable clash – too many non-examined assessments in one period or clashing with external events	Consultation at the start of the academic year/when the timetable is complied.	HOD and Senior Leader responsible for compiling the timetable
IT problems – downloading tasks, assessments completed on computer	All tasks should be downloaded and stored securely at least a week prior to the assessment date. IT on hand on the day of assessment to resolve any issues. The students save their work to a secure area which is accessed only by agreed times Once completed this is moved to the exams officers secure area. **UNDER NO CIRCUMSTANCES IS A STUDENTS WORK TO BE STORED ON A TEACHER'S LAPTOP OR FLASH DRIVE. IT MUST BE STORED IN A SECURE AREA OF THE STAFF SHARED DRIVE.**	Subject Leader and or Exams Officer Exams Officer and IT Manager HOD and IT Manager.
Control level – the incorrect level of control is applied. This includes time, resources, supervision and collaboration. Teachers do not understand that supervision is their responsibility.	Subject Leaders and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs. This includes materials/resources and the need for the correct level of supervision. If conducted as formal exam, the Exams Officer ensures the 30/1 ratio is applied.	HOD and teachers. Exams Officer.
Timetabling – informing the students/staff	For assessments conducted as a formal exam the Exams Officer will timetable them through Sims and produce seating plan which is passed to the Departmental/Faculty head to ensure students are advised. Staff informed via the morning briefing and email. For assessments conducted in lessons the DOL/HOD will timetable them with the department teachers. Students will be advised of the dates through the subject teacher.	HOD, teacher and or Exams Officer

Task Setting – wrong task set.	HOD and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs.	HOD and teachers.
Materials –security of.	Tasks downloaded must not be stored on unsecure areas of the computer system. They must not be removed in any format from the school. Hard copies must not be left on desks/in photocopiers etc. DOL/HOD advises all teaching staff of their responsibilities regarding security.	HOD and teachers.
Storage of work/record of work completed	All assessments must be securely stored in lockable preferably fireproof cupboards/filing cabinets. HOD and teachers keep a log of all work collected in. A register is kept to track work removed from and returned to storage for marking etc. As soon as possible after the final stage of assessment the work should be marked, and an electronic record of the marks made.	HOD HOD /Teacher Teacher
Loss of work by the student.	Students are advised to keep copies of all research material and any drafts. Ideally these would be electronic copies. Students must not be allowed to remove work from the school.	Teacher HOD /Teacher
Student missing a test slot and falling short on the hours allocated for the assessment.	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. Parents are informed that the student has missed the controlled assessment. An opportunity to catch up is arranged at the earliest possible time, this could include lunch times and after school.	Teachers HOD /Teacher HOD /Teacher HOD /Teacher
Students being allowed too much time for the assessment	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. DOL/HOD ensure that all teaching staff are aware of the regulations for their controlled assessment.	HOD HOD
Students not meeting the deadline	Student must be issued with firm deadline dates prior to the start of the unit. If it is apparent, they are falling behind after school sessions should be arranged and parents informed. Further sanctions must be	Teacher, HOD and Head of Year

	put in place if the shortfall continues, and parents must always be informed	
Malpractice by the student during the assessment	Every student is issued with the JCQ notices at the start of the academic year. Teachers advise the students before they start the unit of the regulations and the penalties for breaking them.	Exams Officer Teacher
Plagiarism	The students are informed of the penalties for plagiarism before they begin the unit. Regular checks on the student's work. Checks on the materials that the students use for the final high-level stage of the assessment.	Teachers/Exams officer via JCQ notices
Formal Supervision	Students are advised of the regulations i.e., no internet, e-mails, mobile phones etc. Research folders etc. are checked to ensure that they do not contain prohibited materials. Any teaching material that could be of assistance is removed from the room or covered up. A record of the date and time, students present, students absent, supervisors and any incidents should be kept.	HOD /Teacher Teacher Teacher HOD /Teacher
Informal supervision	Checks should be made to ensure the work is that of the student. Attendance and absence records must be kept	Teachers. HOD and or teachers.
Breach of security by KMA staff.	All assessment materials are kept under lock and key. Test will not be placed on the computer network or stored electronically. This includes mark schemes. Where possible test material will not be downloaded until required. Only sufficient copies of the assessments are to be printed. No spares. If sufficient assessments have been printed and more are requested the Data Manager should question it. Completed assessments must be stored in locked preferably fireproof cabinets or filing cabinets. Non-examined assessment material must not leave the school.	Exams Officer or HOD Exams Officer and IT Manager HOD or Exams Officer HOD, Exams Officer and Data Manager. HOD and or Exams Officer. HOD, SLT.

If an instance of malpractice or plagiarism is found.	Prior to the student signing the authentication statement the candidate will have an opportunity to redress the problem. If the irregularity is discovered after the student has signed the authentication statement, the problem must be reported to the awarding body.	HOD, SLT SLT, Exams Officer
Authentication of work by student	Teaching staff must ensure that all students complete the relevant form(s) and that they are either held securely within the department or attached to the student's work. The Exams Officer must ensure that the relevant forms are attached to the sample before they are sent.	Teacher Exams Officer
Authentication of work by the teacher.	DOL/HOD to remind all members of their staff that the relevant authentication forms must be signed. The Exams Officer must ensure that the teacher has signed the forms before the sample is sent.	HOD Teacher Exams Officer
Marking and Standardisation	DOL/HOD to ensure that all staff are aware of and have to hand the marking criteria and the deadlines and that where necessary appropriate training has taken place. This is especially important if there is a change in awarding body/specification. Subject Leader to arrange the standardisation meeting to ensure that marking is consistent and with the awarding body guidelines	HOD Teacher
Submission of marks	DOL/HOD to ensure that the marks are sent to the Exams Officer by the deadline set by the Exams Officer. Exams Officer to ensure that the internal deadline allows for technical problems send the marks and that teaching staff have a chance to double check the marks awarded. Exams Officer to ensure that a second person is fully trained to send the marks.	HOD Exams Officer

- The Senior Leadership team are to ensure that all risks are minimised.
- If any of the above occurs, the person responsible for reducing the risk must report the matter to the Senior Leadership team and the Exams Officer. A register of all incidents will be kept by the Exams Officer.
- The Senior Leadership team will take action if the risk has occurred because of actions/inactions by a member of the KMA staff.

- It is the responsibility of the Exams Officer to notify the awarding bodies of any acts of malpractice or plagiarism after agreeing with the Head of Centre.
- Ideally Heads of Department and teachers will set up electronic mark books which record the number of hours a student has completed and the final mark for the work.