



Rugby Free

Secondary School

NON-
EXAMINATION
ASSESSMENTS
POLICY

Policy Purpose

Current JCQ guidelines require centres to have a non-examination assessment policy. Any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' 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'.

The purpose of this policy is:

- to cover procedures for planning and managing non-examination assessments;
- to define staff roles and responsibilities with respect to non-examination assessments;
- to manage risks associated with non-examination assessments.

It is the responsibility of everyone involved in the centre's non-examination assessment processes to read, understand and implement this policy.

The exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team, Exams Officer and Governors.

Non-examination assessment Responsibilities

Exams Officer

Supports the administration of Non-Examined Assessments:

- Advises the Senior Leadership Team, subject teachers, form tutors and relevant support staff on non examination assessment procedures as set by the various awarding bodies
- Provides information about non examined assessments in its information pack for candidates so that students understand what they need to do to comply with the regulations for non-examination assessments. It will make clear the importance of correct referencing, the nature and the consequences of plagiarism.
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ, the awarding bodies and Rugby Free Secondary School
- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates
- Reports all suspicions or actual incidents of malpractice to the exam board in line with JCQ's General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and procedures.

Directors of Learning:

Responsible for the management of Non-Examined Assessments:

- Notifies the Examinations Officer at the start of the year or the proposed timings for Non Examined Assessments, in order to allow for effective planning and to avoid students having too many non-examined assessments at the same time.
- Where the school is responsible for assessment task setting, checks that the correct tasks are issued to candidates and keeps a record of the tasks set.
- Checking the subject-specific requirements issued by the awarding body and ensuring that all staff understand them.
- Lead the standardisation process.
- Checking the marks they are submitting to an awarding body for both addition and transcription errors before submission.
- keep a record of names and candidate numbers for candidates whose work was included in moderation samples.

Teachers

- check the specification, awarding body information and subject specific documentation for specific NEA requirements
- make candidates aware of the criteria used to assess their work so that they can understand what they need to do to gain credit.
- ensure there is sufficient supervision of every candidate to enable work to be authenticated and check the work that an individual candidate submits for assessment is his/her own.
- sign a declaration of authentication after the work has been completed confirming that:
 - o the work is solely that of the candidate concerned;
 - o the work was completed under the required conditions;
 - o signed candidate declarations are kept on file.
- mark work in accordance with the marking criteria detailed in the relevant specification and associated subject-specific documents. Teacher annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the school, and to enable the moderator to check that marking is in line with the assessment criteria.
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SENDCo

The SEND Co-ordinator SENDCO is overall responsible for:

- Identification and testing of candidates' requirements for access arrangements.
- Collects and stores the evidence necessary to support applications for access arrangements. Applies for access arrangements online within the deadlines set by the awarding bodies in

accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook

- Ensuring that testing/assessments conducted are processed online and the outcomes made available to the Exams Office and all teaching staff before the candidates are due to sit their exams/controlled assessments.

Candidates

Candidates are responsible for:

- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Rugby Free Secondary School & JCQ for all NEAs.


Related RFSS documents

RFSS-Examinations-Policy

RFSS-Exams-Contingency-Plan

RFSS-Internal-Appeals-Procedure

This policy will be reviewed

Date of Policy:	October 2018
Approving Body:	Local Governing Body
Approved by:	
Date of Approval:	20 November 2018
Date of Adoption:	20 November 2018
Date of next review:	20 November 2021