



#equippedforlife

The  
Westgate School

## **Non-Examination Assessment Policy**

**Date Approved by HT: September 2023**

**Date for Revision: September 2024**

## **1. Statement of Principles**

- 1.1 The Non-Examination Assessment Policy is designed to safeguard all stakeholders within the school and aims to:

- 1.1.1 *Cover procedures for planning and managing non-examination assessments.*
- 1.1.2 *Define staff roles and responsibilities with respect to non-examination assessments.*
- 1.1.3 *Manage risks associated with non-examination assessments.*

## **2. Legislation**

- 2.1 The Joint Council for Qualifications (JCQ) requires each exam centre to have a Non-Examination Assessment Policy. This is outlined in the JCQ's instructions for conducting non-examination assessments, which we refer to when carrying out non-examination assessments at The Westgate School.
- 2.2 This policy also takes into account the JCQ's guidance on post-results services and general regulations for approved centres.
- 2.3 This policy also complies with The Westgate School's funding agreement and articles of association.

## **3 Definition**

- 3.1 The JCQ explains that non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. The rules often vary across subjects. The stages are task setting, task taking and task marking.

## **4 Roles and Responsibilities**

- 4.1 This section sets out the key responsibilities of staff in relation to non-examination assessments. For more detailed guidance on the requirements for conducting non-examination assessments, staff should read the JCQ guidance referred to above.

### **4.2 Head of Centre:**

- 4.2.1 The Head of Centre is Jon Gargan. The Head of Centre is responsible for:
- 4.2.1.1 *Ensuring that The Westgate School's Non-Examination Assessment Policy is fit for purpose.*
  - 4.2.1.2 *Ensuring that non-examination assessments comply with JCQ guidance and awarding body subject-specific instructions.*
  - 4.2.1.3 *Ensuring that JCQ's information for candidates is distributed to all candidates prior to assessments taking place.*
  - 4.2.1.4 *Ensuring The Westgate School's internal appeals procedure clearly details the procedure to be followed by candidates (or their parents/carers) appealing against an internal assessment decision, and that details of this procedure are communicated and made widely available and accessible.*

4.2.1.5 *Drawing to the attention of candidates and their parents/carers, The Westgate School's complaints procedure, for general complaints about The Westgate School's delivery or administration of a qualification.*

**4.3 Senior Leadership Team:**

4.3.1 The Senior Leadership Team at The Westgate School are responsible for ensuring that non-examination assessments comply with JCQ guidance and awarding body subject-specific instructions.

**4.4 Curriculum Leaders:**

4.4.1 Curriculum Leaders are responsible for:

4.4.1.1 *Familiarising themselves with JCQ instructions for conducting non-examination assessment.*

4.4.1.2 *Understanding and complying with specific instructions relating to non-examination assessment for the relevant awarding body.*

4.4.1.3 *Ensuring that individual subject teachers understand their responsibilities regarding non-examination assessment.*

4.4.1.4 *Ensuring that subject teachers use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications, where relevant.*

4.4.1.5 *Obtaining confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s), where relevant, and ensuring that such materials are always stored securely.*

4.4.1.6 *Undertaking appropriate departmental standardisation of non-examination assessments.*

**4.5 Subject Teachers:**

4.5.1 Subject Teachers are responsible for:

4.5.1.1 *Understanding and complying with JCQ instructions for conducting non-examination assessment.*

4.5.1.2 *Understanding and complying with the awarding body's specification, where provided, for conducting non-examination assessments, including any subject-specific instructions, subject teachers' notes, or additional information on the awarding body's website.*

4.5.1.3 *Marking internally assessed work to the criteria provided by the awarding body.*

**4.6 Examinations Officer:**

4.6.1 The Examinations Officer is responsible for:

4.6.1.1 *Supporting the administration/management of non-examination assessment.*

**4.7 Special Educational Needs Coordinator (SENCO):**

4.7.1 The SENCO is responsible for:

4.7.1.1 *Ensuring that all relevant staff are aware of any access arrangements that need to be applied.*

**5 Task Setting:**

5.1 Where The Westgate School is responsible for task-setting, in accordance with specific awarding body guidelines, Curriculum Leaders and/or Subject Teachers will:

5.1.1 *Select from non-examination assessment tasks provided by the awarding body, or;*

- 5.1.2 *Design their own tasks, in conjunction with candidates where permitted, using criteria set out in the specification.*
- 5.2 Subject Teachers will ensure that candidates understand the assessment criteria for any given assessment task.
- 6 Task Taking:**
  - 6.1 Where appropriate to the component being assessed, the following arrangements apply unless the awarding body's specification says otherwise.
  - 6.2 Supervision**
    - 6.2.1 *Invigilators are not required.*
    - 6.2.2 *The Westgate School is not required to display the JCQ 'no mobile phone' poster or JCQ 'warning to candidates'.*
    - 6.2.3 *Candidates do not need to always be directly supervised.*
    - 6.2.4 *The use of resources, including the internet, is not tightly prescribed, but subject teachers will always check the subject-specific requirements issued by the awarding body.*
    - 6.2.5 *Subject Teachers will ensure that:*
      - 6.2.5.1 *There is sufficient supervision of every candidate to enable work to be authenticated.*
      - 6.2.5.2 *The work that an individual candidate submits for assessment is his/her own.*
    - 6.2.6 *Work may be completed outside of The Westgate School without direct supervision provided that The Westgate School is confident that the work produced is the candidate's own.*
    - 6.2.7 *Where candidates work in groups, the subject teacher will keep a record of each candidate's contribution*
    - 6.2.8 *Subject Teachers will also:*
      - 6.2.8.1 *Ensure that candidates understand the need to reference work.*
      - 6.2.8.2 *Give guidance on how to do this, and;*
      - 6.2.8.2 *Ensure that candidates are aware that they must not plagiarise other material.*
  - 6.3 Advice and Feedback**
    - 6.3.1 *Subject Teachers will not provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings).*
    - 6.3.2 *Unless specifically prohibited by the awarding body's specification, subject teachers may:*
      - 6.3.2.1 *Review candidates' work and provide oral and written advice at a general level.*
      - 6.3.2.2 *Having provided advice at a general level, allow candidates to revise and redraft work.*
    - 6.3.3 *Any assistance that goes beyond general advice will be recorded and either considered when marking the work or submitted to the external examiner.*
    - 6.3.4 *When marking work, subject teachers will use annotations to explain how marks were applied in the context of the additional assistance given.*
    - 6.3.5 *Subject teachers will not provisionally assess work and then allow candidates to revise it.*
    - 6.3.6 *Explicitly prohibited assistance will not be given.*

6.3.7 *Failure to follow this procedure constitutes malpractice.*

## **6.4 Resources**

6.4.1 Subject teachers will be aware of the awarding body's restrictions regarding access to resources.

6.4.1.1 *Unless otherwise specified by the awarding body, in formally supervised sessions candidates can only take in preparatory notes. They will not access the internet nor bring in their own computers or electronic devices.*

6.4.1.2 *Candidates will not introduce new resources between formally supervised sessions.*

6.4.1.3 *Preparatory work and the work to be assessed will be collected and stored securely at the end of each session and will not be accessible to candidates.*

## **6.5 Group Work**

6.5.1 *Unless the specification says otherwise, candidates are free to collaborate when carrying out research and preparatory work.*

6.5.2 *Where it is permitted, some assignments may be undertaken as part of a group.*

6.5.3 *Where an assignment requires written work to be produced, each candidate will write up his/her own account of the assignment. Individual contributions will be clearly identified.*

6.5.4 *Group assessment is not permitted.*

## **7 Authentication**

7.1 Subject teachers will be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

7.2 Where required by the awarding body's specifications:

7.2.1 *Candidates will sign a declaration to confirm that the work they submit for final assessment is their own unaided work.*

7.2.2 *Subject teachers will sign a declaration of authentication after the work has been completed confirming that:*

7.2.2.1 *The work is solely that of the candidate concerned.*

7.2.2.2 *The work was completed under the required conditions.*

7.2.2.3 *Signed candidate declarations are kept on file.*

7.2.2.4 *Electronic signatures are acceptable.*

7.3 If there is concern that malpractice may have occurred or the work is unable to be authenticated, the Senior Leadership Team at The Westgate School will be informed.

## **8 Task Marking**

### **8.1 Internally Assessed Work**

8.1.1 Subject teachers are responsible for marking work in accordance with the relevant marking criteria. Annotation will be used to provide evidence to indicate how and why marks have been awarded.

- 8.1.2 The Westgate School will inform candidates of internally assessed marks as candidates can request a review of The Westgate School's marking before marks are submitted to the awarding body.
- 8.1.3 The Westgate School will also make it clear to candidates that any internally assessed marks are subject to change during the moderation process.
- 8.1.4 Subject teachers will use plagiarism checkers, such as Grammarly, to ensure that students have not submitted work that is not of their own.

## **8.2 Externally Assessed Work**

- 8.2.1 The format of external assessment will depend on the awarding body's specification and the component being assessed.
- 8.2.2 Subject teachers will ensure the attendance register is completed, clearly indicating those candidates who are present or absent.
- 8.2.3 Where candidates' work needs to be dispatched to an examiner, The Westgate School will ensure it is sent by the date specified by the awarding body.
- 8.2.4 If sent by post, The Westgate School will ensure that the package containing the work is robust and securely fastened.

## **9 Malpractice**

- 9.1 The Head of Centre and the Senior Leadership Team will make sure teaching staff involved in supervising candidates are aware of the potential for malpractice.
- 9.2 Subject teachers will familiarise themselves with the JCQ guidance on sharing assessment material and candidates' work.
- 9.3 Subject teachers will be vigilant in relation to candidate malpractice. Candidates must not:
  - 9.3.1 *Submit work which is not their own.*
  - 9.3.2 *Make their work available to other candidates through any medium, including social media.*
  - 9.3.3 *Allow other candidates to have access to their own independently sourced material.*
  - 9.3.4 *Assist other candidates to produce work.*
  - 9.3.5 *Use books, the internet or other sources without acknowledgement or attribution.*
  - 9.3.6 *Submit work that has been word processed by a third party without acknowledgement.*
  - 9.3.7 *Include inappropriate, offensive, or obscene material.*
  - 9.3.8 *Misuse AI tools to submit work that is not their own. This includes:*
    - 9.3.8.1 *Copying or paraphrasing sections of AI-generated content.*
    - 9.3.8.2 *Copying or paraphrasing whole responses of AI-generated content.*
    - 9.3.8.3 *Using AI to complete parts of the assessment such as analysis, evaluation, or calculations.*
    - 9.3.8.4 *Failure to acknowledge use of AI tools when they have been used as a source of information.*
    - 9.3.8.5 *Incomplete or poor acknowledgement of AI tools.*

9.3.8.6 *Submitting work with intentionally incomplete or misleading references or bibliographies.*

- 9.4 Failure to report allegations of malpractice or suspected malpractice constitutes malpractice. Malpractice will be reported to the Senior Leadership Team at The Westgate School or directly to the awarding body.

**10 Enquiries about Results**

- 10.1 The Westgate School will make candidates aware of the arrangements for enquiries about results before they take any assessments. This is outlined in the 'Examinations Policy'.
- 10.2 The Senior Leadership Team and Curriculum Leaders will be accessible to candidates immediately after the publication of results so that results may be discussed, and decisions made on the submission of enquiries.
- 10.3 A review of marking is available for externally assessed components. The Westgate School will obtain written consent from candidates for reviews of marking and inform candidates that their marks may be lowered because of a review of marking.
- 10.4 A review of moderation is available for internally assessed components only when marks have been changed by an awarding body during moderations. If marks have been accepted without change, this will not be available. A review of moderation is not available for an individual candidate.

**11 Monitoring Arrangements**

- 11.1 This policy will be reviewed by the Assistant Head Teacher who is responsible for 'Examinations, Data and Reporting' at the beginning of each academic year. At every review, it will be shared with the Governors and approved by the Head of Centre

**12 Links with Policies**

- 12.1 This Non-Examination Assessment Policy is linked to, but not exclusively or extensively, to The Westgate School's:

- 12.1.1 *Examination Policy*
- 12.1.2 *Non-Examination Assessment Policy*
- 12.1.3 *Parent's Handbook*
- 12.1.4 *Staff Code of Conduct*
- 12.1.5 *Staff Handbook*
- 12.1.6 *Safeguarding and Child Protection Policy*
- 12.1.7 *Complaints Policy*
- 12.1.8 *Data Protection Policy*
- 12.1.9 *Data Breach Policy*
- 12.1.10 *Data Retention Policy*
- 12.1.11 *Information Security Policy*

12.1.12 *Data Protection Policy*

12.1.13 *Freedom of Information Policy*