



The
Westgate School

#equippedforlife

Non-Examination Assessment Policy

Reviewed: September 2026

Date for Revision: September 2027

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.*
 - 1.1.4 *Detail how candidates' work will be authenticated.*

2. Legislation

- 2.1 The Joint Council for Qualifications (JCQ) requires each examination centre to have a Non-Examination Assessment Policy. The Westgate School will conduct non-examination assessments in accordance with the current JCQ Instructions for conducting non-examination assessments, effective from 1 September 2026, and the relevant awarding body's subject-specific instructions.
- 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 all candidates have read the current JCQ Information for candidates - non-examination assessments and the candidate declaration before beginning their work.*
 - 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.*

4.2.1.6 *Confirming through the annual head of centre declaration that a Non-Examination Assessment Policy is in place, reviewed and updated annually by a member of the Senior Leadership Team and communicated within the centre.*

4.2.1.7 *Ensuring that the centre takes all reasonable steps to prevent malpractice and has a malpractice policy which covers all qualifications delivered by the centre, including the use and misuse of artificial intelligence.*

4.3 **Senior Leadership Team:**

4.3.1 The Senior Leadership Team is responsible for ensuring that the policy is fit for purpose and meets current JCQ requirements.

4.3.2 The Senior Leadership Team will ensure that the policy and current JCQ requirements are communicated to relevant staff each academic year.

4.3.3 The Senior Leadership Team will oversee the centre's response to alleged, suspected or actual malpractice and ensure that awarding bodies are informed in accordance with JCQ requirements.

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.*

4.4.1.7 *Checking that tasks and the approach being taken meet the awarding body's specification, ethical standards, safeguarding responsibilities and accessibility requirements.*

4.4.1.8 *Ensuring that all candidates have read the current JCQ Information for candidates - non-examination assessments and the candidate declaration before beginning their work.*

4.4.1.9 *Setting internal deadlines which allow sufficient time for candidates to request a review of centre-assessed marks, for the review to be completed and for reasonable contingency before the awarding body's deadline.*

4.4.1.10 *Identifying and avoiding conflicts of interest. Where a conflict cannot be avoided, it must be declared to the relevant awarding body before the published entry deadline for the examination series.*

4.4.1.11 *Retaining evidence of internal standardisation and ensuring that marks for all candidates are checked for addition and transcription errors before submission.*

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.*
- 4.5.1.4 *Providing the required supervision and maintaining sufficient knowledge of each candidate's work to authenticate it confidently.*
- 4.5.1.5 *Ensuring that candidates understand the requirements for referencing sources, acknowledging AI use, retaining supporting AI evidence and keeping assessed work confidential.*
- 4.5.1.6 *Completing the required teacher declaration only after reviewing the candidate's work in its entirety and completing internal standardisation.*

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.*
- 4.6.1.2 *Supporting the setting of internal deadlines and the accurate submission of marks, attendance information, work and supporting documentation by awarding body deadlines.*
- 4.6.1.3 *Keeping required records of attendance registers, moderation samples and postage, and coordinating secure dispatch or electronic upload.*
- 4.6.1.4 *Supporting the reporting of suspected malpractice, lost work and incorrect tasks, and administering post-results services in accordance with JCQ and awarding body procedures.*

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.

5.3 Teaching staff will ensure that tasks and the proposed approach comply with the relevant specification, ethical standards, safeguarding responsibilities and accessibility requirements.

5.4 Before beginning work, every candidate will read the current JCQ Information for candidates - non-examination assessments and the candidate declaration.

5.5 Candidates must not sign the declaration until they have completed the work and handed it in for final assessment.

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 Unauthorised items poster or JCQ Warning to candidates poster.*

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 their 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 information from all sources is referenced, including the use of AI and the sources resulting in AI-generated content.*

6.2.8.2 *Give candidates guidance on setting out references and make them aware of the centre's policy on the use of AI.*

6.2.8.3 *Ensure that candidates understand they must not plagiarise material, including AI-generated content.*

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.*
- 6.4.1.4 *Candidates will keep a detailed record of their research, planning and resources, including books, websites, audio-visual resources and AI tools.*
- 6.4.1.5 *Where AI has been used, the reference must identify the AI tool and should include the date the content was generated. Candidates must also acknowledge the sources used by the AI tool to generate the content.*
- 6.4.1.6 *Candidates who use AI must retain the questions and prompts, the AI-generated content and a brief explanation of how it was used. This evidence must be kept in a non-editable format, such as a screenshot, and submitted with the final work.*
- 6.4.1.7 *If the required AI evidence is not submitted and AI use is suspected, the subject teacher will follow the centre's malpractice procedure and take steps to establish whether the work is the candidate's own.*
- 6.4.1.8 *Candidates' assessed work must be in English or Welsh, as specified by the awarding body. AI translation tools must not be used to generate work for assessment.*

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, each candidate will write up their own account in their own words and draw their own conclusions. Individual contributions will be clearly identified in the work and, where applicable, on the record forms.*
- 6.5.4 *Group assessment is not permitted.*
- 6.5.5 *Subject teachers will monitor group work and ensure that each candidate's contribution can be separately assessed.*

6.6 Keeping Work Secure

- 6.6.1 *Work produced over time under formal supervision will be stored securely between sessions. Once work has been handed in for formal assessment, it will remain securely stored.*
- 6.6.2 *Access to electronically stored work will be restricted. The school will use appropriate security safeguards, regular backups and information security arrangements which protect work against loss, corruption and cyberattack.*
- 6.6.3 *Where appropriate, the school will keep a contingency backup on two separate devices, including one off-site backup, and will consider suitable encryption for sensitive digital media.*
- 6.6.4 *Non-digital work will be kept in a securely locked cabinet, cupboard, classroom, studio or workshop, as appropriate to the nature of the work.*
- 6.6.5 *Candidates will be reminded to keep their work confidential, share it only with their teacher or teachers and not publicise it, including through social media.*

7 Authentication

- 7.1 *Subject teachers will be sufficiently familiar with each candidate's general standard to judge whether the submitted work is within their capabilities.*

- 7.2 All candidates will read the current JCQ Information for candidates - non-examination assessments and the candidate declaration before beginning their work.
- 7.3 Where required by the awarding body's specification, the candidate will sign the declaration as soon as the completed work has been handed in for final assessment. Electronic signatures and typed names are binding in the same way as handwritten signatures.
- 7.4 The candidate declaration will confirm that the work:
- 7.4.1 Is the candidate's own unaided work.
 - 7.4.2 Clearly references all sources.
 - 7.4.3 Clearly acknowledges any use of AI and includes the required supporting evidence.
 - 7.4.4 Has been kept confidential.
 - 7.4.5 Has been produced under the conditions set out in the specification, scheme of assessment or NEA handbook.
 - 7.4.6 The candidate understands that a false declaration is a form of malpractice.
- 7.5 After the work has been completed, the subject teacher will sign a declaration confirming that:
- 7.5.1 All reasonable steps were taken, including steps to mitigate the risk of AI misuse, to ensure that the work is solely that of the candidate.
 - 7.5.2 Sources have been referenced and any AI use has been acknowledged appropriately, to the best of the teacher's knowledge.
 - 7.5.3 Any help given to the candidate has been recorded.
 - 7.5.4 The work was kept confidential by the candidate and securely stored by the centre where required.
 - 7.5.5 The work was completed under the required conditions.
 - 7.5.6 The marking followed the mark scheme; AI was not the sole or primary means of marking; the teacher reviewed the work in its entirety and determined the final mark.
 - 7.5.7 Internal standardisation was completed so that all candidates were assessed against the same standard.
 - 7.5.8 The teacher understands that a false declaration is a form of malpractice.
- 7.6 Signed candidate declarations will be kept until the deadline for requesting a review of results has passed, or until any appeal, malpractice case or other results enquiry has been completed, whichever is later.
- 7.7 If a teacher cannot confirm that work is the candidate's own and was completed under the required conditions, the work will not be accepted for assessment and a mark of zero will be recorded for internally assessed work.
- 7.8 Where work cannot be authenticated because candidate malpractice is suspected, the teacher will inform the Senior Leadership Team immediately and the relevant awarding body's Malpractice Team will be contacted in accordance with the published procedure.
- 7.9 If work is found during external moderation not to have been properly authenticated, the awarding body may take action, including setting the mark at zero.

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 All written internally assessed coursework will be run through a school-approved AI checker before final authentication and submission.

- 8.1.3 Where the format of the assessment cannot be processed by the AI checker, subject teachers will use appropriate alternative authentication evidence.
- 8.1.4 The AI checker's result will be treated as one source of evidence. It will not, by itself, determine whether malpractice has occurred. Teachers will consider all available evidence, including the candidate's usual standard, supervised work, drafts, references, AI records and, where appropriate, a discussion with the candidate. The checker will be used in accordance with the school's data protection requirements.
- 8.1.5 Teachers must not use AI as the sole or primary means of marking. They must review each piece of work in its entirety, determine the mark using their own professional judgement and remain responsible for the final mark or grade.
- 8.1.6 Where AI use has been acknowledged, candidates will not receive credit for material which does not independently demonstrate that they have met the assessment criteria. Clear records will be kept where acknowledged AI use affects the mark awarded.
- 8.1.7 The Westgate School will inform candidates of their centre-assessed marks and give them sufficient time to review relevant material and request a review of marking before marks are submitted to the awarding body.
- 8.1.8 Reviews will be completed under the school's internal appeals procedure by a competent assessor who has not previously assessed the candidate for the component and has no personal interest in the outcome. The review, any mark changes and the outcome communicated to the candidate must all be completed before the awarding body's deadline.
- 8.1.9 Candidates will be told that centre-assessed marks may change during moderation.
- 8.1.10 Where no work is submitted, the candidate will be recorded as absent rather than awarded zero. Where limited work is submitted, it will be marked against the assessment criteria and zero will be awarded only where none of the work merits credit.
- 8.1.11 Where a close personal relationship or other conflict of interest cannot be avoided, the centre will declare it to the awarding body before the published entry deadline for the examination series. The candidate's work will be submitted for moderation whether or not it forms part of the selected sample.
- 8.1.12 Teachers will record the date of marking on the work or cover sheet. Internal standardisation will take place across assessors and teaching groups, and evidence of the process will be retained.
- 8.1.13 Internal deadlines will allow time for candidate reviews and reasonable contingency. All marks will be checked for addition and transcription errors before submission. Failure to meet an awarding body deadline may be considered malpractice and investigated as such.

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 must be dispatched to an examiner or uploaded electronically, The Westgate School will complete this by the date specified by the awarding body.
- 8.2.4 Where work is sent by post, the package will be robust and securely fastened and the centre will keep a record of postage.

- 8.2.5 A copy of the attendance register will be retained until the deadline for requesting a review of results has passed.

8.3 Storage and Retention after Submission of Marks

- 8.3.1 The centre will keep a record of the names and candidate numbers included in each moderation sample.
- 8.3.2 All marked work, whether or not included in the moderation sample, will be retained securely until the deadline for review of moderation has passed or until any appeal, malpractice case or other results enquiry has been completed, whichever is later.
- 8.3.3 Where the nature of the work makes retention impractical, appropriate evidence such as photographs, audio or media recordings will be retained.
- 8.3.4 The original moderation sample will remain secure and available for any review of moderation. Where requested, it will be dispatched within three working days of confirmation that the review request has been accepted.

9 Malpractice

- 9.1 The Westgate School will take all reasonable steps to prevent malpractice in the management and delivery of non-examination assessments. The centre's malpractice policy covers all qualifications delivered by the centre, including the appropriate use and misuse of AI.

- 9.2 The Head of Centre and Senior Leadership Team will ensure that staff involved in supervising candidates understand the potential for malpractice. Subject teachers will familiarise themselves with the current JCQ Notice to Centres - Sharing NEA material and candidates' work, the JCQ Suspected Malpractice policies and procedures and the published regulations.

- 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 Teaching staff must report any alleged, suspected or actual malpractice immediately to the Senior Leadership Team or Head of Centre. Failure to report alleged or suspected malpractice constitutes malpractice.
- 9.5 The Westgate School will make candidates aware of the Malpractice and AI Use Policy, the consequences of malpractice and the significance of their declaration of authenticity.
- 9.6 Candidates must keep assessed work confidential, share it only with their teacher or teachers and must not publicise it, including by posting it on social media. The JCQ Information for candidates - social media will be brought to their attention.
- 9.7 Where an irregularity is identified before the candidate signs the authentication declaration, the centre will normally deal with it under its internal procedures and record any work which is not the candidate's own. A breach of assessment conditions or of confidential awarding body material will be reported to the awarding body.
- 9.8 Where an irregularity is identified after the candidate has signed the authentication declaration, the Head of Centre will notify the relevant awarding body without delay using Form JCQ/M1. The centre will cooperate with any awarding body investigation.
- 9.9 Where an examiner or moderator raises a concern, the Head of Centre will gather the information requested and report the centre's findings to the awarding body.

10 Post Results Services

- 10.1 The Westgate School will make candidates aware of the arrangements for post-results services before they take assessments. These arrangements are set out in the Examinations Policy.
- 10.2 The Senior Leadership Team and Curriculum Leaders will be available after the publication of results so that outcomes can be discussed and decisions made about post-results requests.
- 10.3 For externally assessed components, the available services may include a clerical re-check, a review of marking (Service 2) and, where offered, a priority review of marking (Priority Service 2). The Westgate School will obtain the candidate's written consent where required and explain that marks and grades may be lowered, confirmed or raised.
- 10.4 A review of moderation (Service 3) is available for internally assessed components only where the awarding body changed the centre's marks during the original moderation. It is not available for an individual candidate.
- 10.5 Where a review of moderation is requested, the original moderation sample must be submitted. Where requested by the awarding body, it will be dispatched within three working days of confirmation that the request has been accepted.
- 10.6 The moderation sample must have remained securely stored. If there is evidence that assessed work has been returned to candidates before the post-results process is complete, the review may be cancelled.

11 Loss of Work and Other Issues

- 11.1 Any loss or damage to candidate work, including loss arising from an external event such as a cyberattack, will be reported immediately to the Examinations Officer and the Senior Leadership Team. The centre will follow the relevant awarding body's procedure.
- 11.2 Where required, Form 15 - JCQ/LCW will be submitted. AQA and Cambridge OCR cases will be submitted through the awarding body's online system rather than on Form 15.
- 11.3 If work was marked before it was lost or damaged, the mark will be submitted in the usual way and the required notification made. If it was not marked, an estimate will be based only on work the teacher actually saw and will be submitted through the prescribed process. Marks will never be estimated for unseen work. Guidance will be sought if only part of the work is lost.

- 11.4 If the wrong task is identified before submission, arrangements will be made for candidates to complete the correct task. If it is discovered after submission, the centre will complete Form JCQ/M2 and submit it to the relevant awarding body.
- 11.5 Where The Westgate School accepts a private, excluded or distance-learning candidate, the centre will take responsibility for all aspects of the non-examination assessment process, including task setting, task taking, supervision, authentication, marking and administration, in accordance with the relevant specification.
- 11.6 A private candidate must be registered or enrolled with an approved entering centre before beginning NEA work. Where teaching is not face to face, there will be regular contact with an assigned tutor or assessor from before work begins until submission so that the work can be authenticated.

12 Monitoring Arrangements

- 12.1 This policy will be reviewed and updated at the beginning of each academic year by the Assistant Headteacher responsible for Examinations, Data and Reporting, as a member of the Senior Leadership Team. The updated policy will be communicated within the centre, shared with the Governors and approved by the Head of Centre.
- 12.2 The Head of Centre will confirm through the annual head of centre declaration that an up-to-date policy for the management of non-examination assessments is in place.

13 Links with Policies

- 13.1 This Non-Examination Assessment Policy is linked to the following policies and procedures:

- 13.1.1 *Examination Policy*
- 13.1.2 *Internal Appeals Procedure*
- 13.1.3 *Parent's Handbook*
- 13.1.4 *Staff Code of Conduct*
- 13.1.5 *Staff Handbook*
- 13.1.6 *Safeguarding and Child Protection Policy*
- 13.1.7 *Complaints Policy*
- 13.1.8 *Data Protection Policy*
- 13.1.9 *Data Breach Policy*
- 13.1.10 *Cyber Security Policy*
- 13.1.11 *Malpractice and AI Use Policy*