Policy Name	Non-Examination Assessment Policy				
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Author	Head of School				

Version	Approved by	Revision Date	Details of Changes	Author
1.2		**September 2025**	**Amendments in line with the following:** ● JCQ *Instructions for Conducting Non-Examination Assessments* (2025/26). ● JCQ *Access Arrangements and Reasonable Adjustments* (2025/26). ● JCQ *General Regulations for Approved Centres* (2025/26). ● Ofqual *Guide for Schools and Colleges 2025*.	**MT**

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1. Aims

This policy aims to:

- Outline procedures for planning and managing non-examination assessments (NEAs).
- Define staff roles and responsibilities with respect to NEAs.
- Manage risks associated with NEAs, including malpractice and misuse of technology.
- Ensure compliance with current JCQ and Ofqual requirements.

2. Legislation

The Joint Council for Qualifications (JCQ) requires each exam centre to have a non-examination assessment policy. This policy is based on the latest guidance from:

- JCQ *Instructions for Conducting Non-Examination Assessments* (2025/26).
- JCQ *Notice to Centres – Sharing NEA Material and Candidates' Work* (latest version).
- JCQ *Information for Candidates – Non-Examination Assessments* (latest version).
- JCQ *Information for Candidates – Social Media*.
- JCQ *General Regulations for Approved Centres* (2025/26).
- JCQ *Access Arrangements and Reasonable Adjustments* (2025/26).
- Ofqual *Guide for Schools and Colleges 2025*.

This policy applies to all iGCSE and vocational/technical qualifications delivered at the centre.

3. Definition

The JCQ explains that non-examination assessments measure subject-specific knowledge and skills that cannot be easily tested by timed written papers.

There are 3 assessment stages and rules which apply to each stage:

1. Task setting
2. Task taking
3. Task marking

The rules often vary across subjects. **Awarding body specifications** take precedence over centre-level guidance if rules differ.

4. Roles and responsibilities

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.

4.1 Head of School

The head of school is responsible for:

Ensuring that the centre's non-examination assessment policy is fit for purpose and updated annually.

Ensuring that non-examination assessments comply with JCQ guidance and awarding body subject-specific instructions

Ensuring that JCQ's information for candidates is distributed to all candidates prior to assessments taking place

Ensuring the centre'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

Drawing to the attention of candidates and their parents/carers the centre's complaints procedure, for general complaints about the centre's delivery or administration of a qualification

4.2 Senior leaders

Senior leaders are responsible for:

Supporting compliance with JCQ and awarding body requirements.

Overseeing training and dissemination of updated NEA rules

4.3 Subject leaders

Subject leaders are responsible for:

Familiarising themselves with JCQ instructions for conducting non-examination assessment

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

Ensuring that individual teachers understand their responsibilities with regard to non-examination assessment, including training

Ensuring that 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

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 stored securely at all times

Undertaking appropriate departmental standardisation of non-examination assessments

4.4 Teachers

Teachers are responsible for:

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

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

Marking internally assessed work to the criteria provided by the awarding body

Maintaining records of feedback, supervision and authenticity checks.

4.5 Exams officer

The exams officer is responsible for:

Supporting the administration/management of non-examination assessment

Ensures marks and work are submitted securely and on time.

4.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

Ensures appropriate access arrangements and reasonable adjustments are applied.

Collects and maintains evidence of need and "normal way of working" as required by JCQ (2025/26).

Liaises with teachers to ensure adjustments are applied correctly.

5. Task setting

Where the centre is responsible for task setting, in accordance with specific awarding body guidelines, leaders/teachers will:

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

Design their own tasks, in conjunction with candidates where permitted, using criteria set out in the specification

Teachers will ensure that candidates understand the assessment criteria for any given assessment task.

Use only the correct task for the year of assessment.

6. Task taking

Where appropriate to the component being assessed, the following arrangements apply unless the awarding body's specification says otherwise.

6.1 Supervision

Invigilators are not required

Centres are not required to display the JCQ 'no mobile phone' poster or JCQ 'warning to candidates'

Candidates do not need to be directly supervised at all times

The use of resources, including the internet, is not tightly prescribed, but teachers will always check the subject-specific requirements issued by the awarding body

Teachers will ensure that:

- o There is sufficient supervision of every candidate to enable work to be authenticated
- o The work that an individual candidate submits for assessment is his/her own

Work may be completed outside of the centre without direct supervision provided that the centre is confident that the work produced is the candidate's own

Where candidates work in groups, the teacher will keep a record of each candidate's contribution

The teacher will also:

- o Ensure that candidates understand the need to reference work
- o Give guidance on how to do this, and
- o Ensure that candidates are aware that they must not plagiarise other material

Secure storage of candidate work between sessions is mandatory.

6.2 Advice and feedback

Teachers will not provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings)

Unless specifically prohibited by the awarding body's specification, teachers may:

- o Review candidates' work and provide oral and written advice at a general level

- o Having provided advice at a general level, allow candidates to revise and redraft work

Any assistance that goes beyond general advice will be recorded and either taken into account when marking the work or submitted to the external examiner

When marking work, teachers will use annotations to explain how marks were applied in the context of the additional assistance given

Teachers will not provisionally assess work and then allow candidates to revise it

Explicitly prohibited assistance will not be given

Failure to follow this procedure constitutes malpractice

6.3 Resources

Teachers will be aware of the awarding body's restrictions with regard to access to resources

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

Candidates will not introduce new resources between formally supervised sessions

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

Use of internet and other resources must follow awarding body specifications.

Candidates must not use AI tools, translation software, or other prohibited technologies unless explicitly allowed.

All sources must be appropriately referenced.

6.4 Group work

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

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

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

Group assessment is not permitted

7. Authentication

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

Where required by the awarding body's specifications:

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

Teachers will sign a declaration of authentication after the work has been completed confirming that:

- o The work is solely that of the candidate concerned

- The work was completed under the required conditions
- Signed candidate declarations are kept on file

If there is concern that malpractice may have occurred or the work is unable to be authenticated, the senior leadership will be informed. If authenticity cannot be confirmed, the issue must be escalated to senior leadership.

8. Task marking and standardisation

8.1 Internally assessed work

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.

We will inform candidates of internally assessed marks as candidates are allowed to request a review of the centre's marking before marks are submitted to the awarding body.

We will also make it clear to candidates that any internally assessed marks are subject to change during the moderation process by awarding bodies.

8.2 Externally assessed work

The format of external assessment will depend on the awarding body's specification and the component being assessed.

Teachers will ensure the attendance register is completed, clearly indicating those candidates who are present or absent.

Where candidates' work needs to be dispatched to an examiner, we will ensure it is sent by the date specified by the awarding body.

9. Malpractice

The head of centre and senior leaders will make sure teaching staff involved in supervising candidates are aware of the potential for malpractice.

Teachers will familiarise themselves with the JCQ guidance on sharing assessment material and candidates' work.

Teachers will be vigilant in relation to candidate malpractice. Candidates must not:

- Submit work which is not their own
- Make their work available to other candidates through any medium, including social media
- Allow other candidates to have access to their own independently sourced material
- Use unauthorised assistance
- Assist other candidates to produce work
- Use books, the internet or other sources without acknowledgement or attribution
- Submit work that has been word processed by a third party without acknowledgement
- Include inappropriate, offensive or obscene material

Failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself. Malpractice will be reported to senior leaders or directly to the awarding body. All suspected malpractice must be reported in line with JCQ *Suspected Malpractice – Policies and Procedures*.

10. Enquiries about results and appeals

We will make candidates aware of the arrangements for enquiries about results before they take any assessments.

Senior members of staff 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.

A review of marking is available for externally assessed components. We will obtain written consent from candidates for reviews of marking, and inform candidates that their marks may be lowered as a result of a review of marking. Appeals will follow JCQ and awarding body procedures.

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, Review and Training

- This policy will be reviewed annually by the Head of Centre at the start of each academic year or earlier if JCQ/Ofqual update requirements.
- It will be approved by the governing board.
- Staff training and briefings will be held annually to ensure awareness of changes.
- Version control will be maintained to evidence compliance.
- At every review, the policy will be shared with the governing board and approved by the Advisory Board.

12. Links with other policies

This policy should be read alongside:

- Assessment Policy
- Exams Policy
- Complaints Policy
- Internal Appeals Policy
- Malpractice Policy
- SEN / Accessibility Policy

13. Key Documents Referenced

- JCQ *Instructions for Conducting Non-Examination Assessments* (2025/26).
- JCQ *Notice to Centres – Sharing NEA Material and Candidates' Work*.
- JCQ *Information for Candidates – Non-Examination Assessments*.
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