

BISHOP'S HATFIELD GIRLS' SCHOOL

NON-EXAMINATION ASSESSMENT POLICY

Date of last review:	Autumn Term 2023
Date of next review:	Autumn Term 2024
School-based policy	

Non Examined Assessment is any type of assessment that is not set to be sat simultaneously by all relevant candidates at a time determined by the awarding body taken under conditions specified by the awarding body

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

This policy covers all types of non-examination assessment and should be read in conjunction with the most recent JCQ Instructions for Conducting Non-Examination Assessments and the JCQ document AI in Assessments: Protecting the Integrity of Assessments

The documents 'Information for Candidates – Coursework Assessments' and 'Information for candidates - NEAs' are available on the Bishop's Hatfield Girls' School website, along with student guides to AI and Assessments, and use of social media during exams and assessments.

The Head of Centre will ensure that the Head of Centre Declaration is returned at the time of the National Centre Number Register annual update to confirm awareness of, and that relevant centre staff are adhering to, the latest version of the Instructions for Conducting Non-Examination Assessments.

Bishop's Hatfield Girls' School is committed to ensuring that whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Supervision, Resources and Collaboration

- JCQ guidance will be adhered to, as outlined in the Instructions for Conducting Non Examined Assessments, unless other arrangements are stipulated by the relevant awarding body for the subject.
- Supervision will be such that teachers can be confident that the work of every candidate can be authenticated as their own.
- Supervision will include the provision of information designed to protect the integrity of NEAs, such as Information for Candidates: Plagiarism and documents on Misuse of AI in Assessments and on correct referencing.
- The use of printed and electronic resources may be unrestricted, depending on the requirements of the awarding body and their subject specific requirements.
- If allowed by the awarding body, candidates are able to collaborate in the research and preparatory work stages of an NEA. This may include working in groups, but individual candidates must write NEAs in their own words and group assessment is not permitted.

Authentication procedures

- Candidates will be provided with guidance at the commencement of an NEA to clarify the regulations around plagiarism, misuse of AI in Assessments and use of social media. This is also available for parents / carers on the school website.
- All candidates must sign a declaration to confirm that the work they submit for final assessment is their own unaided work, which will be kept on file until the qualification series has been awarded and the deadlines for appeals has passed.
- Teachers must sign a declaration of authentication after the work has been completed confirming that the work is solely that of the candidate concerned and the work was completed under the required conditions.
- Teachers who are concerned that malpractice may have occurred will follow the procedures set out in the School Malpractice Policy, in combination with JCQ guidance on malpractice.
- Work produced as NEA must be kept in secure storage until post-results services have been completed.

Marking procedures for NEAs

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bishop's Hatfield Girls' School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Teachers will not use AI as a means of marking candidates' work.
2. Annotation will be used to provide evidence to indicate how and why marks have been awarded, to facilitate standardisation within the centre, and further assist the awarding body's moderation processes.
3. Bishop's Hatfield Girls' School will ensure that all assessments covered by this policy are completed at least two weeks before the awarding body's deadline for submission of marks in order to provide sufficient time for any review of the process.
4. Bishop's Hatfield Girls' School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Requests for a review must be made no longer than 48 hours after being informed of the centre-assessed mark.
5. Candidates who do not meet deadlines for submission of centre-assessed work and request an extension renounce the right to request a review as this may not fit into the timeframe.
6. Bishop's Hatfield Girls' School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
7. Bishop's Hatfield Girls' School will, having received a request for copies of materials, promptly make them available to the candidate (usually within 48 hours of the request).
8. Bishop's Hatfield Girls' School will provide candidates with sufficient time (no more than 3 school days) in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Bishop's Hatfield Girls' School will allow sufficient time for the review to be carried out, for changes to be made is necessary and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Bishop's Hatfield Girls' School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Bishop's Hatfield Girls' School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Bishop's Hatfield Girls' School and is not covered by this procedure.

Centre assessed work covered by this policy includes:

A Level EPQ (Extended Project Qualification)
 English Literature
 Geography
 History
 Practical Skills Endorsement for A Level Sciences

A Level taught offsite within the Welwyn Hatfield Consortium

Art
Drama and Theatre
Graphics
Media Studies
Photography

BTEC Health and Social Care - Levels 1, 2 and 3
 Sport – Levels 1 and 2
 Child Development level 1/2

GCSE Physical Education Practical assessment
 Food Preparation and Nutrition assessments
 English speaking assessments - Spoken Language Endorsement for English Language
 Drama devised performance assessment
 Music composition and performance assessment
 Art assessment
 Graphic Communication assessment
 Practical skills endorsement for all GCSE sciences

Prince's Trust Personal Development and Employability (PDE) Qualification

Entry Level / Functional Skills English
 Maths
 Science

Arts Award Introductory, Entry level, Levels 1, 2 and 3