



Non-Examination Assessment Staff Responsibilities & Risk Management

Marden High School is committed to ensuring that non-examination assessments are carried out in accordance with JCQ regulations and in doing so centre staff have clear responsibilities and the associated risks have been considered.

Senior Leadership Team:

- Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- Coordinate with Curriculum Leaders and the Exams Officer to ensure non-examination assessments are scheduled appropriately throughout examination years, typically but not restricted to, years 10 and 11
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/problems over the timing or operation of non-examination assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved are aware of their responsibilities and the timing of events
- Ensure the internal appeals policy for non-examination assessments is available to all interested parties and its contents adhered to

Curriculum Leaders:

- Supply to the exams officer details of all unit codes for non-examination assessments
- Supply to the exams officer details of all non-examination assessment entries before the appropriate deadline
- Internally standardise the marking of all teachers involved in assessing an internally assessed component
- Ensure that all teachers within the department understand their responsibilities with regard to non-examination assessment including the planning and preparation thereof and are familiar with the contents of the JCQ publication "Instructions for conducting non-examination assessment"
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s).
- Ensure that all confidential materials, together with the work produced by candidates, are stored securely at all times throughout the assessment process in accordance the JCQ publication "Instructions for conducting non-examination assessment"
- Follow up on candidates who miss scheduled non-examination assessments to ensure they catch up. Liaise with Pastoral staff as appropriate
- Submit marks for internally assessed units, through the exams officer if appropriate, to the awarding bodies ensuring a record is retained within the department
- Ensure that liaison occurs with transfer school for students who join in -year so that work previously undertaken by the candidate is considered as part of the qualification studied (BTEC)

Teaching Staff:

- Understand and comply with the general guidelines contained in the JCQ publication "Instructions for conducting non-examination assessments"
- Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website



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- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with candidates work, are stored securely at all times.
- Ensure, where appropriate, support staff are given sufficient notice and detail to order and prepare materials for assessments
- Ensure appropriate accommodation and equipment is available during the non-examination assessment
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Follow up on candidates who miss scheduled non-examination assessments to ensure they catch up. Inform Curriculum Leader accordingly
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks to the Curriculum Leader keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Upon completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre
- Liaise with the SENCO regarding access arrangements and ensure candidates arrangements are in place during the assessment period

Exams Office Staff:

- Enter students for individual units and cash-in codes regardless of the method of assessment by the deadline for final entries
- Inform curriculum Leaders of the date for external examinations to prevent clashes with non-examination assessments
- Where confidential materials are received directly by the exams office, ensure their safe storage and transfer to Curriculum Leaders
- When requested by Curriculum Leaders obtain confidential tasks/material from awarding bodies secure websites
- Retain a log for the signing out of confidential material
- Submit marks for internally assessed units to the awarding bodies ensuring a record is retained within the centre
- As directed by the SENCo ensure access arrangements have been applied for

SENCo & Teaching Support Staff:

- Lead on access arrangements and ensure appropriate arrangements are in place
- Work with teaching staff to ensure requirements for support staff are met

Risk Management:

The following potential risks may be associated with non-examination assessment. The Head of Centre and Senior Leadership Team have responsibility to ensure staff know their responsibilities to ensure risks are mitigated.

Risks & Issues	Action Required	Staff Involved
Timetabling		



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non-examination assessment schedule clashes with other activities	At the start of the academic year plan priorities for the year in consultation with the school calendar to prevent clashes	Senior Leadership Team Curriculum Leader Exams Officer
Too many non-examination assessments close together across GCSE subjects	Plan non-examination assessments so they are spaced over the duration of the course allowing time between them	Exams Officer Curriculum Leader
Insufficient time allocated to assessment task	Plan ahead to ensure enough lessons have been allocated to the non-examination assessment	Curriculum Leader Teaching Staff
Accommodation		
Insufficient space in classrooms for candidates	non-examination assessments will normally be held in classrooms in which students have their lessons therefore sufficient seating is available. Any additional requirements should be agreed in advance with Curriculum Leader e.g. computers or additional space.	Curriculum Leader Teaching Staff
Technical support for IT equipment and data security	Liaise with IT staff to ensure computers IT equipment in sound working order and secure user IDs available	Curriculum Leader Teaching Staff IT Staff
Accommodation and equipment for candidates with access arrangements	Liaise with SENCo to ensure staff and facilities available for candidates with access arrangements	Curriculum Leader Teaching Staff SENCo
Downloading awarding body set tasks		
IT system unavailable on day of assessment	Tasks should be downloaded in advance of the assessment date Curriculum leader to download the assessment ahead of the assessment date or request the Exams Officer downloads it	Curriculum Leader Exams Officer
Curriculum Leader/Teaching staff unable to access task details	Access to exam board's intranet to be tested in advance of requiring the assessment Exams Officer to provide intranet access Staff to manage their own passwords	Exams Officer Curriculum Leader Teaching Staff
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date Where appropriate contact the exam board for replacement task	Exams Officer Curriculum Leader
Absent Candidates		
Candidates absent for all or part of assessment	Plan alternative session(s) for candidates	Curriculum Leader Teaching Staff
Persistent or long term absence of a candidate	Liaise with student support to determine reasons for absence and return to school plans Inform Exams Officer if absence will result in a short fall of work or a need for an extension to the exam board's deadlines	Curriculum Leader Teaching Staff Exams Officer Pastoral Staff
Control levels for task taking		



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Requirements of non-examination assessment not fully understood	JCQ "Instructions for non-examination assessments" to be issued annually to all teaching staff in appropriate format; hard copy, electronic link or electronic copy	Exams Officer Curriculum Leader Teaching Staff
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Curriculum Leader Teaching Staff
Supervision		
Student study diary/plan not provided or completed (if applicable to assessment)	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course Ensure candidates start, continue and complete study diary/plans	Curriculum Leader Teaching staff
Teaching staff do not understand that the supervision of non-examination assessments is their responsibility	Ensure teaching staff fully understand the nature of non-examination assessments and their role in supervising assessments	Curriculum Leader Teaching staff
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any non-examination assessment session where a teacher is not supervising in line with the awarding body's specification. Supervisor to be informed of the requirements of the non-examination assessment e.g. level of supervision required to ensure there is no breach of the assessment	Curriculum Leader Teaching Staff
Task setting		
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification All tasks, whether set by the awarding body or the centre, must be developed in line with the requirements of the specification If needed guidance should to be taken from the exam board	Curriculum Leader Teaching Staff
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately If needed guidance should to be taken from the exam board	Curriculum Leader
Security of materials		
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security All teaching staff have access to JCQ "Instructions for conducting non-examination assessments" If security has been breached contact the exam board to request a different task	Curriculum Leader Teaching Staff Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the exam board's requirements, for each department as necessary If needed guidance should to be taken for the exam board	Curriculum Leader Teaching Staff
Insufficient or insecure storage space	Storage facilities to be identified in advance of being needed	Curriculum Leader Teaching Staff
Deadlines		
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Curriculum Leader



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		Teaching Staff
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are aware of the deadlines (prior to the awarding body deadline) and have time to complete marking and paperwork	Curriculum Leader Teaching Staff
Authentication		
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Curriculum Leader Teaching Staff
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff understand the importance of authentication forms and the requirement of a signature Return the authentication form to the teacher for signature Ensure authentication forms are signed as work is marked	Curriculum Leader Teaching Staff
Authentication forms not available for candidates to complete	Download forms from the exam board's website in advance of needing them	Curriculum Leader Teaching Staff
Marking		
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Curriculum Leader Teaching Staff
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted Check with the awarding body whether a later standardisation event can be arranged	Curriculum Leader Teaching Staff
Malpractice		
Candidate breaches the JCQ regulations for the conduct of non-examination assessment	Ensure all candidates receive a copy of the JCQ regulations in advance of any non-examination assessment in either electronic format/web link or in paper format Ensure candidates and staff are aware of the possible penalties for malpractice and their responsibilities Follow JCQ "Instructions for conducting non-examination assessments" and JCQ "Suspected Malpractice in Examinations and Assessment" Contact the exam board if appropriate	Curriculum Leader Teaching Staff Exams Officer
A member of teaching staff breaches the regulations for the conduct of non-examination assessment	Ensure all teaching staff are aware of their responsibilities in the non-examination assessment process and the penalties for malpractice	Senior Leadership Team Governors Exams Officer