

## **S32 NON-EXAMINEDNON EXAMINED ASSESSMENT POLICY**

**Responsible:**

**Vice Principal:  
Achievement & Standards**

**Approved by Governors Access Committee:**

**May 2017**

**Approved by GB**

**May 2017**

**Last Reviewed:**

**May 2017**

**Next Review:**

**June 2019**

### **Introduction**

Non examined assessment form significant parts of final assessments at Key Stage 4, and Key Stage 5. These Principles Procedures and Responsibilities ensure the effective operation of Non-examined non examined assessment.

### **Guiding Principles**

Non examined assessment is done under closely non-examined and supervised conditions. Live non-examined assessments and candidates' coursework is kept secure and confidential at all times.

The sharing of exemplar non-examined assessments or coursework undertaken in previous years' with students can be an effective teaching strategy. This is carefully monitored to ensure Academic Honesty, in accordance with JCQ guidance. **Staff responsibilities Subject Leader:**

- Ensure that the correct non-examined on examined assessment task details are downloaded from the examination board and kept securely
- Ensure that all teachers in the department understand their responsibilities with regard to non examined assessment
- Ensure that all teachers have access to the teachers' notes and any other subject specific instructions
- Timetable when the non-examined assessment is to take place
- Inform the examinations officer when non examined assessment are taking place and where
- Inform the examinations officer if non examined assessments are to be held in the Grand Hall
- Order memory sticks from the examinations officer in September for the coming year's assessments

- Label memory sticks with the students name and ensure that they and all assessment materials are collected in at the end of each lesson and stored securely in the classroom
- Keep records of attendance at each session. Absent students must be given the opportunity to sit a missed assessment at a later date
- Ensure that standardization of work has taken place and check marks are correct
- Inform the examinations officer of any suspected malpractice
- Inform the Individual Needs Department of non-examined assessments so that access arrangements can be given
- Ensure that all staff have access to the JCQ 'Instructions for conducting non-examined assessments' for the current academic year

### **Teaching Staff**

- Ensure that the JCQ 'Instructions for conducting non-examined assessments' are complied with and have been read out to all students at the first assessment
- Remind students at the start of each assessment that the work must be their own
- Ensure that they have read all teachers' notes, subject specific instructions or any other additional information on the awarding body's website
- Ensure that their students' work is stored securely between assessments
- Ensure that all students' work is kept securely until after the EARS (Enquiries about results) deadline has passed
- Ensure that the Individual Needs Department is aware of your non-examined assessment dates and provision has been made for all students in your class
- Ensure that all moderation and marking is carried out in the academy. Non-examined assessment work must not be taken out of the building
- Supervise the assessments at the level of control in the subject specification
- Ensure that all students have signed the examination board authentication forms
- Ensure that the supervising teacher has signed the examination board authentication forms

### **Examinations Officer**

- Enter students for their non-examined assessment units
- Sit with subject leaders to input non-examined assessment marks on examination board websites before deadlines

- Store confidential materials received by the examinations officer securely and issue to the appropriate member of staff at the designated time
- Ensure that an Internal Appeals Policy is in place at the academy
- Print, store and deliver all ISAs securely
- Remind all stakeholders of the requirements of these policies and procedures.

### **Individual Needs Department**

- Ensure that access arrangements have been applied for and approved
- Ensure that the appropriate arrangements are in place for students for their non-examined assessments
- Inform the examinations officer of access arrangements being provided for all non-examined assessments