



St Paul's School
FOUNDED 1509

Non-Examined Assessment (NEA) Policy: Management of NEAs

Author/reviewer responsible:	Director of Assessment	Date of last review:	06/25
Reviewed by:	Exec	Date of authorisation:	08/25
Authorised by resolution of:	Deputy Head Academic	Date of next review:	06/26
Applicable to:	SPS		

This policy should be read alongside any future SPS AI policy

Section 1: Responsibilities

High Master

As Head of Centre, the High Master takes the ultimate responsibility for the running of all examinations at the school. In terms of NEAs there are specific responsibilities beneath this in order to ensure standards are upheld and that the school adheres to all criteria set out by JCQ.

Director of Assessment

- Takes a lead on ensuring staff have knowledge of this policy and gives training/advice as required throughout the year, for e.g. when JCQ updates its guidance.
- At the start of the academic year, coordinate with HoDs to schedule controlled assessments.

- Determine overall resource management requirements for the year including:
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, computers, time out of school etc.)
 - Ensure that all staff involved have access to a calendar of events.
- Promote and update internal appeals / marking policy for controlled assessments.

Undermasters

- Respond to concerns from teachers or HoDs about pupils who are either not conforming to the procedures laid out or are underperforming and are in danger of not reaching their potential.
- Decide appropriate action, in coordination as appropriate with the relevant HoD, Head of Section or the Director of Assessment, to resolve these concerns.

Heads of Section

- Address concerns that need to be discussed with pupils and parents,
- Keep oversight of common issues within their section.
- Remind pupils of the rules in year group assemblies.

Heads of Department (including Heads of Faculty)

- Read through JCQ's 'Instructions for conducting controlled assessments'
- Read through JCQ's 'AI Use in Assessments: Protecting the Integrity of Qualifications'
- Ensure assessments comply with JCQ guidelines and Exam Boards' subject-specific instructions.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the Exam Board's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualise sample Exam Board assessment tasks to meet local circumstances, in line with Exam Board specifications and control requirements.
- Supply to the Exams Officer details of all unit codes for controlled assessments.
- Provide opportunities for re-sitting (where possible/permitted and only exceptionally).
- In case of any major problems on the first occasion, for example staff or candidate absence, provide a second, alternative date for the controlled assessment (where possible/permitted).
- Where pupils are either not conforming to the procedures laid out or are underperforming and in danger of not reaching their potential, liaise with teaching staff and inform appropriate UMs.

- Obtain confidential materials/tasks set by Exam Boards in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Be responsible for retaining candidates' work securely between assessment sessions (if more than one) (may be delegated to teaching staff).
- Send required samples of controlled assessments to the Board or external moderator when requested.
- Inform parents of the deadlines and rules for NEA in their department, to include how the work will be assessed and how candidates can request a review.
- Retain candidates' completed work securely until the closing date for enquiries about results (may be delegated to teaching staff). 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.
- Be aware of SEN needs in any departmental NEAs and liaise closely with the Head of Learning Support and teachers, particularly in view of any extra time allowed.
- Ensure pupils are aware of what constitutes malpractice; especially that all work must be their own and that they must declare all of their external sources used, including the involvement of AI tools like Chat GPT.
- Ensure that pupils and supervising teachers sign authentication forms on completion of an assessment.
- Perform what checks that the Head of Department deems necessary to validate the candidate's work after they have signed the declaration
- Submit marks through the Exams Office to the Exam Board when required, keeping a record of the marks awarded.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *'Instructions for conducting controlled assessments'*.
- Understand and comply with the Exam Board specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the Exam Board's website.
- At the start of the assessment, double-check that pupils are aware of what constitutes malpractice and inform the Head of Department of any issues promptly.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows.
- Where pupils are either not conforming to the procedures laid out or are underperforming and in danger of not reaching their potential, liaise with HoD and inform appropriate UM.
- Mark internally assessed components using the mark schemes provided by the Exam Board.
- Ask the Head of Learning Support for any assistance required for the administration and management of access arrangements.

Examinations Officer

- Enter pupils for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter pupils' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Ensure marks are entered into iSAMS for transmission to the Exam Boards before deadlines.
- Where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out; liaise with senior management/HoDs if necessary.

Head of Learning Support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for learning support staff are met.

Section 2: Timings

At the start of the academic year, all Heads of Departments inform the Director of Assessment of the deadlines that candidates will be required to meet in their subject. These are collated and it is ensured that candidates will not face a number of assessments at the same time. Some tweaks may be needed to plans in consultation with the affected HoDs, Director of Assessment, Deputy Head Co-Curricular, and Deputy Head Academic.

A full timetable of NEA deadlines is published on <https://intranet.stpaulsschool.org.uk/exams>, and publicised to both staff and candidates.

Any proposed changes to timings must be approved by the Director of Assessment / Deputy Head Academic.

Section 3: Carrying out and Marking

During the carrying out of any NEA, HoDs are responsible for ensuring that they meet the JCQ requirements and requirements of the awarding body at all times. If they have any doubts at all they should consult with the awarding body / Director of Assessment. See Section 4 for advice on preventing and dealing with a number of common issues that may occur.

St Paul's is committed to ensuring that whenever its staff mark candidates' work for a non-examined assessment (NEA) this is done fairly, consistently, and in accordance with the awarding body's specification and subject-specific associated documents.

Be aware that subsequent moderation processes carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review.

The internal review process described below aims to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards.

The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Below is the marking and review process for all NEAs

1. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. All departments commit 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.
2. Departments will ensure that candidates are informed of their centre assessed marks in writing at least 5 working days before the day of submission of work to the awarding body so that they may request a review of the centre's marking before marks are submitted.
3. If a subject has more than one internally assessed component, candidates must be given all of their marks and can request a review of one or more of those marks.
4. Departments 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; namely, the marked work and any relevant mark schemes. Grade boundaries for previous years must also be provided where possible. For some assessment materials, such as paintings or sculptures, it may be appropriate to only allow access under supervised conditions.
5. Departments will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing to the Head of Department, who will allow sufficient time for the review to be carried out, to make any necessary changes to marks, and to inform the candidate of the outcome, all before the awarding body's deadline. The request must set out under what grounds candidates wish to request a review. A review cannot be requested based on any perceived quality of teaching since the review will focus on the quality of the work submitted only.
6. Departments 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. For small departments, this could be a colleague at another school, or someone in a different department with experience of marking similar work.

The reviewer will be provided with some materials from the centre's internal standardisation process that took place prior to releasing marks to candidates, as well as the work that is under review, the mark sheet for that work and any annotations that demonstrate how a mark was awarded.

7. The Head of Department will inform the candidate in writing of the outcome of the review of the centre's marking. The review should be of the mark that has been awarded.

Section 4: Risk Management

Risk and Possible Issue	Preventative Planning	Remedial Action to Take	Staff Responsible
Assessment schedule clashes with other activities	Establish priorities well ahead (ideally start of academic year) for all subjects	Plan dates in consultation with school calendar – negotiate with other parties	Deputy Head Academic, Director of Assessment, and HoDs
Too many assessments close together in a variety of subjects	Plan assessments so they are spaced over the duration of the course	Space assessments to allow candidates some time between assessments	Deputy Head Academic, Director of Assessment, and HoDs
Insufficient classroom space for candidates	Once group sizes are known at the start of the year, identify instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	HoDs
Insufficient facilities for candidates	Plan ahead to avoid; book rooms as necessary		HoDs
Candidate(s) away from school for all or part assessment	Where possible/permitted, plan alternative session(s) for candidates		HoDs
Assessment is undertaken under an insufficient control level (time, resource, collaboration, and supervision)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from awarding body	HoDs

Teaching staff do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff understand nature of controlled assessments and their role in supervision		HoDs
IT equipment unavailable when required	Download tasks well ahead of scheduled assessment date	Book IT equipment well ahead and download tasks before scheduled date of assessment	HoDs
Teaching staff unable to access assessment/task material	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff have access rights for correct area of awarding body secure extranet sites ahead of time	HoDs and Exam Officer
Exemplar material given to candidates and not controlled, leading to them lifting some or all of it for use in their own work	<p>Ensure teachers know that any exemplar material handed out must be collected back in</p> <p>Ensure pupils are not permitted or able to photocopy or type copy any exemplar material that is handed out, taking particular steps to mitigate the risks of pupils using smart devices to make copies.</p> <p>Check, prior to formal and final submission, that pupils are sure that work to be submitted is entirely their own.</p>		HoDs

Teaching staff fail to set tasks correctly	Ensure teaching staff understand the task setting arrangements as defined in the awarding body specification	Seek guidance from the awarding body	HoDs
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HoDs
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	HoDs
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	HoDs
Concerns not passed on / academic team not consulted	Ensure all staff know that they are encouraged to loop in relevant HoDs, Heads of Section, DoA whenever they have a concern	Reminders in this document, briefings for subsections of staff e.g. UMs	Teachers, HoDs, UMs, Director of Assessment, Heads of Section
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	HoDs
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	Teaching staff and HoDs
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to awarding body ones) to complete	Seek guidance from awarding body	HoDs

	marking/paperwork so the exams office can process and send off marks ahead of awarding body deadlines		
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Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	Teaching staff
Candidate uses AI software to help create their NEA	HODs to brief candidates about this before any work commences. If work is carried out in controlled conditions, teachers should move around the room to monitor what is on candidate's screens. Where work is carried out outside of lesson time, regular review and discussions of progress with candidate to ensure authenticity; insist that candidate works with software that tracks changes	Any suspicion should be reported to the Head of Department / Director of Assessment. If declaration not signed, candidate can be given the chance to re-write or declare any sections created with assistance.	Teaching staff / HODs
Teaching staff fail to complete authentication forms or leave before completing authentication	Ensure teaching staff understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	HoDs
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practising of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	HoDs
Centre does not run standardisation activity as required by the awarding body	Know the requirements for standardisation for the awarding body and plan how and when standardisation will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	HoDs

Candidates are not conforming to the procedures laid out or are underperforming and in danger of not reaching their potential	Ensure candidates know the procedures and keep them informed of their progress.	Liaise with relevant HOD / UM	Teachers, HoDs, and UMs
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Section 5: Sample Communications with pupils and parents (from GCSE Product Design)

Communication with pupils

Dear <<pupil>>

Your controlled assessment has now been marked and moderated within school. This means that two teachers have agreed the mark. Before this mark is sent to the exam board, you have an opportunity to see your raw marks. You need to bear in mind that these marks could change, when the exam board moderates our marking.

The grade boundaries do change each year, but you can see last year's grade boundaries on the [CA section on the Product Design intranet](#).

If you think we have not marked your work correctly (as in we have not followed the [mark scheme, which you can also find on the intranet](#)) then you can request a review. This request must be made in writing to <<HOD>>, and it must set out under what grounds you wish to request a review. This will be done by an external teacher, but you should bear in mind that grades can go down, up or just stay the same. So think carefully. You can of course come and speak to us, should you have any questions and have a look at your marked work.

Research	«Research» /8
Design & Development	«Design» /32
Making	«Making» /32
Testing & Evaluation	«Testing» /12
Communication	«Communication» /6
Total	«Total» /90

You have until 29th April to request a remark.

Communication with Parents

Example used by Product Design:

Dear [Parent],

As I'm sure you are already aware, [son] is currently working on his Product Design NEA. As this is worth 50% of his final GCSE grade, I wanted to ensure that you had the resources to support him at home through this process. [Your Son] uses these documents when working on his NEA, he has access to them through our Google Classroom.

Documents

Attached to this email are the following documents:

1. **OCR Context 2020** – the NEA contexts set by OCR on the 1st June 2019. Your son will have chosen to do one of these.
2. **OCR NEA Mark Scheme**
3. **OCR Teacher Marking Guidance** – the documents we use in conjunction with the mark scheme in order to mark your son's NEA.
4. **SPS Recommended NEA Content** – the recommended list of NEA content as extrapolated from the mark scheme and teacher marking guidance from OCR.

You may also want to look at the following documents online

5. **JCQ Guidelines for Pupils** – the rules candidates must follow when undertaking a non-examined assessment, all pupils are given a copy of this when they start the NEA
6. **JCQ Instructions for Conducting NEAs** – the rules teachers and centres must follow during non examined assessment. I have summarised this below for you.

During the NEA process, teachers must be very careful with the advice we provide to pupils. We can provide advice at a general level to individuals, but we must not do the following:

- provide detailed specific advice on how to improve drafts to meet the assessment criteria;
- give detailed feedback on errors and omissions which limits candidates' opportunities to show initiative themselves;
- intervene personally to improve the presentation or content of work;

If we do, then this must be declared to the exam board and must not be marked as part of a pupils NEA.

Deadlines

Over the course of the year, we have set several interim deadlines. These are in place so that we can check [your son] isn't falling behind with his NEA and put support in place if he is. These deadlines are as follows:

11th September: Up to Design Brief ([son] met this deadline)

4th October: Up to and including Design Ideas

15th November: All modelling complete

28th February: Manufacturing of final design complete

17th March: Final NEA Submission (this is when your son submits his NEA for final marking)

The NEA will then be marked and internally moderated in school. We will email [son] with his raw marks before they are sent to the exam board for further moderation.

Support Sessions

We offer several support sessions throughout the week. We encourage [son] to come to at least one of them each week. The sessions are as follows:

Tuesday 4.30-5.30pm

Wednesday 4.30-5.30pm

Thursday 12.35-1.30 (lunch break)

We also try to offer at least one day during the February remedy. We will tell the pupils more about this nearer the time.

If you feel [son] is struggling to manage his GCSE work, then please let his tutor know so that we can be made aware.

I hope that you have found this information useful and should you have any questions then please do let me know.