



St Paul's School  
FOUNDED 1509

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

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### 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 adhere to all criteria set out by JCQ.

#### Director of Assessment and Data

- 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 to resolve these concerns.

## **Heads of Department (including Heads of Faculty)**

- Read through JCQ's 'Instructions for conducting controlled assessments' and the SPS Guidance for running NEAs on the staff handbook.
- 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.
- 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.

## **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, ensure that boys are aware of what constitutes malpractice.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows.
- Ensure that pupils and supervising teachers sign authentication forms on completion of an assessment.
- 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. Submit marks through the exams office to the Exam Board when required, keeping a record of the marks awarded.
- 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 and Data 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 and Data, Deputy Head Co-Curricular, and Deputy Head Academic.

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

The Director of Assessment and Data / Deputy Head Academic must approve any proposed changes to timings.

### **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 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. Staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity will mark candidates' work. 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 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 carries out the review of marking. 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 pupil's 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
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 marking/paperwork so the exams office can process and send off marks ahead of awarding body deadlines	Seek guidance from awarding body	HoDs
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
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