

Malbank School & Sixth Form College
Conducting Non-Examined Assessments Policy

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Conducting Non-Examined Assessments Policy

1. Purpose

This policy sets out the procedures and responsibilities for the fair, consistent, and secure administration of non-examined assessments (NEAs), including coursework, portfolios, and practical assessments, in line with awarding body regulations.

2. Scope

This Policy applies to all staff, students and invigilators involved in the administration, completion and marking of NEAs in the school

3. Principles

- Ensure all students have equal access to assessments.
- Maintain integrity and authenticity of student work.
- Comply with awarding body and regulatory requirements (e.g., JCQ, Ofqual, IB).
- Provide transparency and clarity for staff, students, and parents.

4. Roles and Responsibilities

Head of Centre / Principal

- Overall responsibility for compliance with awarding body regulations.
- Ensures policies are communicated and reviewed annually.

Exams Officer

- Liaises with awarding bodies regarding NEA requirements.
- Maintains secure storage of assessment materials.
- Oversees deadlines and submissions.

Heads of Department / Subject Leaders

- Ensure staff are familiar with subject-specific NEA guidance.
- Organise internal moderation.
- Monitor compliance with deadlines.

Teachers

- Inform students of assessment criteria and deadlines.
- Supervise work to ensure authenticity.

- Mark work in line with awarding body standards.
- Keep accurate records of marks and feedback.

Students

- Produce work in line with the published deadlines.
- Follow school and awarding body rules on plagiarism and malpractice.
- Sign authentication forms confirming work is their own.

5. Assessment Procedures

Scheduling • NEA deadlines will be published at the start of the academic year.

- Departments will provide students with clear timelines for drafts, submissions, and feedback.

Supervision and Authentication

- Teachers must ensure NEAs are completed under appropriate levels of supervision (as defined by awarding bodies).
- Students must sign authentication forms.
- Any suspected malpractice will be investigated in line with the school's malpractice policy.

Marking and Moderation

- Teachers will mark work according to awarding body criteria.
- Internal moderation will be carried out to ensure consistency.
- Marks will be submitted by the published deadlines.

Storage and Security

- All work will be stored securely (digital or hard copy) until moderation is complete.
- Access to NEA materials will be restricted to authorised staff.

Special Considerations

- Access arrangements (e.g., extra time, word processors) will be applied in line with JCQ/Awarding body guidance.
- Students with special educational needs will be supported appropriately without compromising assessment integrity.

7. Appeals and Complaints

- Students may appeal against internal marking in line with the school's internal appeals policy.

- Complaints regarding NEA administration will be addressed under the school's complaints procedure.

8. Malpractice

- Examples of malpractice include plagiarism, collusion, or unauthorised assistance.
- Malpractice will be reported to the awarding body following JCQ/board guidelines.

9. Policy Review

This policy will be reviewed annually by the Exams Officer and Senior Leadership Team.

For more information, please click on the JCQ links below:

Instructions for conducting coursework – Joint Council for Qualifications

Coursework / Non-examination assessment (NEA) – Joint Council for Qualifications

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