



Non-examination assessments (NEA) Policy 2025/2026

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Lisa Richards, Principal	
Date of next review	February 2027

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Principal	Lisa Richards
SLT members	Sheridan Lewis, Chris Cox
Examinations Manager	Cyanne Holt

Procedures for planning and managing non-examination assessments identifying staff roles and responsibilities

Subject teacher

- Makes candidates aware of the criteria used to assess their work
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
- Checks the Awarding Body (AB) subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements. Refers to the awarding body's specification to determine where word and time limits apply/are mandatory
- Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
- Ensures there is sufficient supervision to ensure the work a candidate submits is their own
- Where candidates may work in groups, keeps a record of each candidate's contribution
- Ensures candidates understand and comply with the regulations in relevant JCQ document [Instructions for Conducting Coursework](#)
- As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task
- When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates
- Allow candidates to revise and re-draft work after advice has been given at a general level
- Records any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner
- Ensures when work has been assessed, candidates are not allowed to revise it
- Refers to the AB's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks
- Ensures conditions for any formally supervised sessions are known and put in place and are understood and followed by candidates
- Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.
- Unless stated otherwise in the AB's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work
- Ensures that it is possible to attribute assessable outcomes to individual candidates
- Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment
- Ensures that candidates are aware of AI regulations, and vets work for proper use of AI references, where AI has been used. Understands when and how to identify malpractice pertaining to AI and, when in doubt, is prepared to conduct an interview with the candidate to enable the candidate the opportunity to demonstrate knowledge on a subject.
- Assesses the work of each candidate individually
- Where required by the AB's specification
 - ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
 - signs the teacher declaration of authentication confirming the requirements have been met
- Keeps signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later

- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, informs the Head of Department
- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)
- Takes sensible precautions when work is taken home for marking
- Stores internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for enquiries about results or until the outcome of an enquiry or any subsequent appeal has been conveyed to the centre
- Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means
- Liaises with the Examinations Manager regarding arrangements for the conduct of any externally assessed non-examination component of a specification
- Liaises with the Visiting Examiner where this may be applicable to any externally assessed component
- Provides the attendance register to a Visiting Examiner
- Marks candidates' work in accordance with the marking criteria provided by the awarding body
- Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
- Informs candidates of their marks which could be subject to change by the awarding body moderation process
- Ensures candidates are informed in a timely manner to enable an internal appeal to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body; this is done by entering marks on an MIS form, which are then emailed to students.
- Indicates on work (or cover sheet) the date of marking
- Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks awarded to the external deadline/Provides marks to the Examinations Manager to the internal deadline
- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors
- Provides the moderation sample to the Examinations Manager to the internal deadline, ensuring the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required
- Retains evidence of work where retention may be a problem (for example, photos of artefacts etc.)
- Understands that a candidate may be eligible for special consideration in assessments in certain situations where a candidate
 - is absent
 - produces a reduced quantity of work
 - work has been lost
- Liaises with the Examinations Manager when special consideration may need to be applied for a candidate taking assessments

Subject head/lead

- Selects tasks from options provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification
- Identifies date(s) when tasks should be taken by candidates in accordance with published assessment windows
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, informs the Examinations Manager and Head of Centre.
- Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series
- Works with the Inclusive Learning Manager to ensure any access arrangements for eligible candidates are applied to assessments
- Liaises with the Examinations Manager and IT Support to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
- Where appropriate, ensures a consortium co-ordinator is nominated (where this may be required as the consortium lead)
- Ensures procedures for internal standardisation as a consortium are followed

Examinations Department

- The Exams Department determines whether anticipated samples are to be uploaded electronically or posted and plans for the time it takes to scan, rename and upload work to respective AB.
- The Exams Department submits the requested samples of candidates' work to the awarding body moderator by the external deadline (online or postal delivery), keeping a record of submitted work.
- The Exams Department takes steps to protect any work stored electronically from corruption and retains a backup copy of work submitted in candidate exam accounts until after the appeal deadline for the respective exam series.

Head of Centre

- Must ensure that where candidates are taking no-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.
- Must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption or cyber-attacks.
- Understands the responsibility to report to the relevant awarding body any suspected cases of malpractice involving candidates, teachers, invigilators or other administrative staff.