



Non-Examination Assessment Policy 2019-20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
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What does this policy affect?

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

“The regulator’s definition of an examination is very narrow. In effect, any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.”

[Definition taken directly from the JCQ publication [Instructions for Conducting NEA’s 2019-20](#)– copy on SharePoint]

Purpose of the policy

The purpose of this policy, as defined by JCQ, is to

- cover procedures for planning and managing non-examination assessments.
- define staff roles and responsibilities with respect to non-examination assessments.
- manage risks associated with non-examination assessments.

What are non-examination assessments (NEA)?

“Non-examination assessments (NEA) measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- task setting;
- task taking;
- task marking.”

Refer to the JCQ publication ‘Instructions for conducting non-examination assessments’ for regulations and requirements.

Outlining staff responsibilities

Head of Centre

- Ensures that the centre’s *non-examination assessment policy* is fit for purpose.
- Ensures the centre’s *internal appeals procedures* clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks.

Senior Leadership Team

- Ensure the correct conduct of non-examination assessments which comply with JCQ guidelines and awarding body subject-specific instructions.
- Map overall resource management requirements, when notified by the Head of Department. As part of this resolve:
 - clashes/ problems over the timing or operation of NEA.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)

Heads of Department

- Decide on the awarding body and specification for a particular GCSE & GCE and ensure the Exam & Information Manager is provided with this information.
- Ensure subject teachers understand their role and responsibilities within the non-examination assessment process.
- Ensure appropriate procedures are in place and followed to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria.
- Ensure JCQ guidelines and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments.

- Ensure the Exam & Information Manager is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries.

Teaching Staff

- Understand and comply with the general instructions as detailed in the JCQ publication '*Instructions for conducting non-examination assessments*'.
- Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Ensure that appropriate awarding body forms and templates for NEA are used and given to the candidates.
- Where not provided by the awarding body, ensures that a centre-devised template is provided for candidates to keep a detailed record of their own research, planning, resources etc.
- Mark internally assessed work to the criteria provided by the awarding body.
- Work with the SENCo to ensure any access arrangements for eligible candidates are applied to assessments.

Exams Office staff

- Carry out tasks where these may be applicable to the role in supporting the administration/management of NEA.

Special educational needs coordinator/additional learning support

- Follows the regulations and guidance in the JCQ publication [Access Arrangements and Reasonable Adjustments](#).
- Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place.
- Make subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments.
- Work with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met.
- Ensure that staff acting as an access arrangement facilitator are fully trained in their role.

Task setting

Subject teacher

- Select tasks from a choice provided by the awarding body OR design tasks where this is permitted by criteria set out within the subject specification.
- Make candidates aware of the criteria used to assess their work.

Issuing of tasks

Subject teacher

- Determine when set tasks are issued by the awarding body.
- Identify date(s) when tasks should be taken by candidates.
- Access set tasks in sufficient time to allow planning, resourcing and teaching and ensure that materials are stored securely at all times.
- Ensure requirements for legacy specification tasks and new specification tasks are distinguished between.

Task taking

Supervision

Subject teacher

- Check the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements.
- Ensure there is sufficient supervision to enable the work of a candidate to be authenticated.
- Ensure there is sufficient supervision to ensure the work a candidate submits is their own.
- Where candidates may work in groups, keep a record of each candidate's contribution.
- Ensure candidates are aware of the JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social Media](#) (copy available on SharePoint, the shared drive and School websites).
- Ensure candidates understand and comply with the regulations in relevant JCQ documents *Information for candidates* (copy available on SharePoint, the shared drive and School websites).

Advice and feedback

Subject teacher

- As appropriate to the subject/component, advise candidates on relevant aspects before candidates begin working on a task.
- When reviewing candidates' work, unless prohibited by the specification, provide 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.
- Record any assistance given beyond general advice and take it into account in the marking or submit it to the external examiner.
- Ensure when work has been assessed, candidates are not allowed to revise it.
- Do not provide any type of assistance which is explicitly prohibited in the specification.

Resources

Subject teacher

- Refer to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks.
- Ensure conditions for any formally supervised sessions are known and put in place.
- Ensure conditions for any formally supervised sessions are understood and followed by candidates.
- Ensure candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions.
- Ensure that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

Word and time limits

Subject teacher

- Refer to the awarding body's specification to determine where word and time limits apply/are mandatory.

Collaboration and group work

Subject teacher

- Unless stated otherwise in the awarding body's specification, and where appropriate, allow candidates to collaborate when carrying out research and preparatory work.
- Ensure that it is possible to attribute assessable outcomes to individual candidates.
- Ensure that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment.
- Assess the work of each candidate individually.

Authentication procedures

Subject teacher

- Where required by the awarding body's specification
 - ensure candidates sign a declaration confirming the work they submit for final assessment is their own unaided work.
 - sign the teacher declaration of authentication confirming the requirements have been met.
- Keep 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.
- Provide signed candidate declarations where these may be requested by a JCQ Centre Inspector.
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follow the authentication procedures and malpractice information in JCQ guidelines and inform SLT & the exams officer.
- Ensure that the work is properly authenticated otherwise the awarding body will set the mark(s) awarded by the centre to zero.

Presentation of work

Subject teacher

- Instruct candidates to present work as detailed in JCQ guidelines unless the awarding body's specification gives different subject-specific instructions.
- Allow candidates to word process written work, the regulations in Section 14 of the ICE booklet do not apply to NEA's.
- Instruct candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work and write in black ink.
- Ensure that the information in section 4.7 of the JCQ book 'NEA Instructions for Conducting' are followed.

Keeping materials secure

Subject teacher

- When work is being undertaken by candidates under formal supervision, ensure work is securely stored between sessions (if more than one session).
- When work is submitted by candidates for final assessment, ensure work is securely stored.
- Follow secure storage instructions as defined in JCQ publication '*Instructions for conducting non-examination assessments*' – Section 4.8.
- Take sensible precautions when work is taken home for marking.
- Store 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.
- Remind 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.
- Liaise with the IT Manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically. Refer to the awarding body guidance regarding encrypting digital media.
- Keep work, including that returned by the external moderator, secure until all post-results services have been completed.

IT Manager

- Ensure appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.

Task marking – externally assessed components

Conduct of externally assessed work

Subject teacher

- Liaise with the Exam & Information Manager regarding arrangements for the conduct of any externally assessed non-examination component of a specification.
- Liaise with the Visiting Examiner where this may be applicable to any externally assessed component.

Exam & Information Manager

- Arrange timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification.
- Ensure the externally assessed component is conducted within the window specified by the awarding body.
- Ensure the externally assessed component is conducted according to the JCQ publication *Instructions for conducting examinations*.

Submission of work

Subject teacher

- Provide the attendance register to a Visiting Examiner.
- Ensure that the awarding body guidance is followed regarding the encryption of digital media.
- Provide all required supporting documentation with the work to be sent off for moderation.

Exam & Information Manager

- Provide the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner.
- Ensure the awarding body's attendance register for any externally assessed component is completed correctly to show candidates who are present and any who may be absent.
- Where candidates' work must be despatched to an awarding body's examiner, ensure the completed attendance register accompanies the work.
- Keep a copy of the attendance register until after the deadline for enquiries about results for the exam series.
- Package the work as required by the awarding body and attach the examiner address label.
- Despatch the work to the awarding body's instructions by the required deadline.

Task marking – internally assessed components

Marking and annotation

Subject teacher

- Mark candidates' work in accordance with the marking criteria provided by the awarding body.
- Annotate 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.
- Inform candidates of their marks which could be subject to change by the awarding body moderation process.
- Ensure 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. See the deadlines in the 'Internal Appeals Procedures' document on the S Drive & SharePoint.
- If marking your own child's work the centre must declare a conflict of interest and the work must be submitted for moderation.

Internal standardisation

Heads of Department

- Ensure that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence.

Subject teacher

- Indicate on work (or cover sheet) the date of marking.

- Mark to common standards.

Submission of marks and work for moderation

Subject teacher

- Provide marks to the candidates by the internal deadlines to allow any requests for review of marking.
- Provide marks to the exams officer by the internal deadlines.
- Provide the moderation sample to the exams officer by the internal deadlines.
- Ensure 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.
- Submit supporting documentation required by the awarding body.

Exam & Information Manager

- Input and submit marks online via the awarding body secure extranet site, keeping a record of the marks submitted to the external deadline.
- Where responsible for marks input, ensure checks are made that marks for any additional candidates are submitted and ensure mark input is checked before submission to avoid transcription errors.
- Submit the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted.
- Ensures that for postal moderation
 - work is dispatched in packaging provided by the awarding body.
 - moderator label(s) provided by the awarding body are affixed to the packaging.
 - proof of dispatch is obtained and kept on file until the successful issue of final results.
- Through the subject teacher, ensure 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,

Storage and retention of work after submission of marks

Subject teacher

- Keep a record of names and candidate numbers for candidates whose work was included in the moderation sample.
- Retain all marked candidates' work (including any sample returned after moderation) under secure conditions until after the deadline for enquiries about results.
- Take steps to protect any work stored electronically from corruption and have a back-up procedure in place.
- Retain evidence of work where retention may be a problem (for example, photos of artefacts etc.).

Exam & Information Manager

- Ensure any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention.

External moderation - feedback

Heads of Department

- Check moderator reports and ensure that any remedial action, if necessary, is undertaken before the next examination series.

Exam & Information Manager

- Access or signpost moderator reports to relevant staff.
- Take remedial action, if necessary, where feedback may relate to centre administration.

Access arrangements

If a candidate has an access arrangement as part of their normal way of working and meets the published criteria for the arrangement, a similar arrangement will be permitted for non-examination assessments.

SENCo

- Must ensure that all relevant staff are aware of any access arrangements which need to be applied for NEA's.

Special consideration

Subject teacher

- Understand 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
- Liaise with the Exam & Information Manager when special consideration may need to be applied for a candidate taking assessments.

Exam & Information Manager

- Refer to/direct relevant staff to the JCQ publication [A guide to the special consideration process](#) (copy on the S drive & SharePoint.)
- Where a candidate is eligible, submit an application for special consideration via the awarding body's secure extranet site to the prescribed timescale.
- Where application for special consideration via the awarding body's secure extranet site is not applicable, submit the required form to the awarding body to the prescribed timescale.
- Keep required evidence on file to support the application.

Malpractice

Head of centre

- Understand the responsibility to report to the relevant awarding body any suspected cases of malpractice involving candidates, teachers, invigilators or other administrative staff.
- Is familiar with the JCQ publication [Suspected Malpractice in Examinations and Assessments: Policies and Procedures](#) (copy on the S drive & SharePoint.)

Subject teacher

- Is aware of the JCQ [Notice to Centres - sharing NEA material and candidates' work](#) (copy on the S drive & SharePoint.)
- Ensures candidates understand the JCQ document [Information for candidates - NEA](#)
- Ensure candidates understand the JCQ document [Information for candidates - Social Media](#)
- Exam & Information Manager Signpost the JCQ publication [Suspected Malpractice in Examinations and Assessments: Policies and Procedures](#) to the head of centre.
- Signpost the JCQ [Notice to Centres - sharing of work 2019](#) to Heads of Department.
- Signpost candidates to the relevant JCQ 'Information for Candidates' documents.
- Where required, support the head of centre in investigating and reporting incidents of suspected malpractice.

Review of results

Head of Centre

- Ensure the centre's *internal appeals procedures* clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a review of results request or not supporting an appeal following the outcome of a review of results.

Heads of Department

- Provides relevant support to subject teachers making decisions about review of results.

Subject teacher

- Provide advice and guidance to candidates on their results and the post-results services available.
- Provide the Exam & Information Manager with the original sample or relevant sample of candidates' work that may be required for a review of results to the internal deadline.
- Support the Exam & Information Manager in collecting candidate consent where required.

Exam & Information Manager

- Is aware of the individual post-results services available for externally assessed and internally assessed components of non-examination assessments as detailed in the JCQ publication [*Post Results Services, Information and guidance for centres.*](#)
- Provide/signpost relevant centre staff and candidates to post-results services information.
- Ensure any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site to deadline.
- Collect candidate consent where required.

Practical Skills Endorsement for the A Level Sciences designed for use in England

Head of Centre

- Provide a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities.

Heads of Department

- Confirm understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England.*
- Undertake training provided by the awarding body on the implementation of the practical endorsement.
- Disseminate information to subject teachers ensuring the standards can be applied appropriately.
- Liaise with all relevant parties in relation to arrangements for and conduct of the monitoring visit.

Subject teacher

- Ensure all the requirements in relation to the endorsement are known and understood.
- Ensure the required arrangements for practical activities are in place.
- Provide all the required centre records.
- Ensure candidates provide the required records.
- Provide any required information to the subject lead regarding the monitoring visit.
- Assess candidates using Common Practical Assessment Criteria (CPAC).
- Apply for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment.
- Follow the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome.

Exam & Information Manager

- Follow the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment.

Spoken Language Endorsement for GCSE English Language specifications designed for use in England

Head of Centre

- Provide a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement.

Heads of Department

- Confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England*.
- Ensure the required task setting and task taking instructions are followed by subject teachers.
- Ensure the appropriate arrangements are in place for internal standardisation of assessments.
- Ensure subject teachers assess candidates, either live or from recordings, using the common assessment criteria.
- Ensure for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided.

Subject teacher

- Ensure all the requirements in relation to the endorsement are known and understood.
- Follow the required task setting and task taking instructions.
- Assess candidates, either live or from recordings, using the common assessment criteria.
- Provide audio-visual recordings of the presentations of a sample of candidates for monitoring purposes.
- Follow the awarding body's instructions for the submission of grades (*Pass, Merit, Distinction or Not Classified*) and the storage and submission of recordings.

Exam & Information Manager

- Follow the awarding body's instructions for the submission of grades and submission of recordings.

Management of issues and potential risks associated with non-examination assessments

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Task setting		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	<i>Awarding body key date for accessing/downloading set task noted prior to start of course IT systems checked prior to key date Alternative IT system used to gain access Awarding body contacted to request direct email of task details</i>	Subject teacher IT Team
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	<i>Ensures that subject teachers access awarding body training information, practice materials etc. Records confirmation that subject teachers understand the task setting arrangements as defined in the awarding body's specification Samples assessment criteria in the centre set task</i>	Head of Department
Candidates do not understand the marking criteria and what they need to do to gain credit	<i>A simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is produced for candidates Records confirm all candidates understand the marking criteria Candidates confirm/record they understand the marking criteria</i>	Head of Department
Subject teacher long term absence during the task setting stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	Head of Department
Issuing of tasks		
Task for legacy specification given to candidates undertaking new specification	<i>Ensures subject teachers take care to distinguish between requirements/tasks for legacy specifications and requirements/tasks for new specifications Awarding body guidance sought where this issue remains unresolved</i>	Head of Department
Awarding body set task not issued to candidates on time	<i>Awarding body key date for accessing set task as detailed in the specification noted prior to start of course Course information issued to candidates contains details when set task will be issued and needs to be completed by Set task accessed well in advance to allow time for planning, resourcing and teaching</i>	Head of Department
The wrong task is given to candidates	<i>Ensures course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates Awarding body guidance sought where this issue remains unresolved</i>	Head of Department
Subject teacher long term absence during the issuing of tasks stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	Head of Department
Task taking		
Supervision		
Planned assessments clash with other centre or candidate activities	<i>Assessment plan identified for the start of the course Assessment dates/periods included in centre wide calendar</i>	Exam & Information Manager
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	<i>Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course Staggered sessions arranged where IT facilities insufficient for number of candidates Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply)</i>	Head of Department Cover Manager
Insufficient supervision of candidates to enable work to be authenticated	<i>Confirm subject teachers are aware of and follow the current JCQ publication Instructions for conducting non-examination assessments and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates Confirm subject teachers understand their role and responsibilities as detailed in the centre's non-examination assessment policy</i>	Head of Department

A candidate is suspected of malpractice prior to submitting their work for assessment	<i>Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed An internal investigation and where appropriate internal disciplinary procedures are followed</i>	Head of Department SLT Line Manager
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 2), to determine the process to be followed to apply for special consideration for the candidate</i>	Exam & Information Manager Director of Student Welfare SENDCo
Advice and feedback		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	<i>Ensures a centre-wide process is in place for subject teachers to record all information provided to candidates before work begins as part of the centre's quality assurance procedures Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component Candidate confirms/records advice and feedback given prior to starting on their work</i>	Head of Department
Candidate claims no advice and feedback given by subject teacher during the task-taking stage	<i>Ensures a centre-wide process is in place for subject teachers to record all advice and feedback provided to candidates during the task-taking stage as part of the centre's quality assurance procedures Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all advice and feedback given to candidates during the task-taking stage as appropriate to the subject and component Candidate confirms/records advice and feedback given during the task-taking stage</i>	Head of Department
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	<i>An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant Records as detailed above are provided to confirm all assistance given Where appropriate, a suspected malpractice report is submitted to the awarding body</i>	Head of Department SLT Line Manager
Candidate does not reference information from published source	<i>Candidate is advised at a general level to reference information before work is submitted for formal assessment Candidate is again referred to the JCQ document Information for candidates: non-examination assessments Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	Subject teacher Head of Department
Candidate does not set out references as required	<i>Candidate is advised at a general level to review and re-draft the set out of references before work is submitted for formal assessment Candidate is again referred to the JCQ document Information for candidates: non-examination assessments Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion</i>	Subject teacher Head of Department
Candidate joins the course late after formally supervised task taking has started	<i>A separate supervised session(s) is arranged for the candidate to catch up</i>	Head of Department
Candidate moves to another centre during the course	<i>Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place</i>	Exam & Information Manager
An excluded pupil wants to complete his/her non-examination assessment(s)	<i>The awarding body specification is checked to determine if the specification is available to a candidate outside mainstream education If so, arrangements for supervision, authentication and marking are made separately for the candidate</i>	Head of Department SLT Line Manager

Resources		
A candidate augments notes and resources between formally supervised sessions	<i>Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions</i>	Subject teacher IT Team
A candidate fails to acknowledge sources on work that is submitted for assessment	<i>Candidate's detailed record of his/her own research, planning, resources etc. is checked to confirm all the sources used, including books, websites and audio/visual resources Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately Where confirmation is unavailable from candidate's records, awarding body guidance is sought and/or a mark of zero is submitted to the awarding body for the candidate</i>	Subject teacher Head of Department SLT Line Manager
Word and time limits		
A candidate is penalised by the awarding body for exceeding word or time limits	<i>Records confirm the awarding body specification has been checked to determine if word or time limits are mandatory Where limits are for guidance only, candidates are discouraged from exceeding them Candidates confirm/record any information provided to them on word or time limits is known and understood</i>	Subject teacher
Collaboration and group work		
Candidates have worked in groups where the awarding body specification states this is not permitted	<i>Records confirm the awarding body specification has been checked to determine if group work is permitted Awarding body guidance sought where this issue remains unresolved</i>	Subject teacher
Authentication procedures		
A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment Candidate plagiarises other material	<i>Records confirm subject staff have been made aware of the JCQ document Teachers sharing assessment material and candidates' work Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments Candidates confirm/record that they understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document Information for candidates: non-examination assessments The candidate's work is not accepted for assessment A mark of zero is recorded and submitted to the awarding body</i>	Exam & Information Manager Head of Department SLT Line Manager
Candidate does not sign their authentication statement/declaration	<i>Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments Candidates confirm/record they understand what they need to do to comply with the regulations as outlined in the JCQ document Information for candidates: non-examination assessments Declaration is checked for signature before accepting the work of a candidate for formal assessment</i>	Subject teacher Head of Department
Subject teacher not available to sign authentication forms	<i>Ensures a centre-wide process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures</i>	Head of Department
Presentation of work		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	<i>Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment</i>	Subject teacher
Keeping materials secure		
Candidates work between formal supervised sessions is not securely stored	<i>Records confirm subject teachers are aware of and follow current JCQ publication Instructions for conducting non-examination assessments Regular monitoring ensures subject teacher use of appropriate secure storage</i>	Exam & Information Manager Head of Department

Adequate secure storage not available to subject teacher	<i>Records confirm adequate/sufficient secure storage is available to subject teacher prior to the start of the course Alternative secure storage sourced where required</i>	Head of Department
Task marking – externally assessed components		
A candidate is absent on the day of the examiner visit for an acceptable reason	<i>Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate</i>	Head of Department Exams Officer
A candidate is absent on the day of the examiner visit for an unacceptable reason	<i>The candidate is marked absent on the attendance register</i>	Head of Department
Task marking – internally assessed components		
A candidate submits little or no work	<i>Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body</i>	Subject teacher Head of Department
A candidate is unable to finish their work for unforeseen reason	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for shortfall in work</i>	Head of Department Exam & Information Manager
The work of a candidate is lost or damaged	<i>Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for lost or damaged work</i>	Head of Department Exam & Information Manager
Candidate malpractice is discovered	<i>Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed Investigation and reporting procedures in the current JCQ publication Suspected Malpractice in Examinations and Assessments are followed Appropriate internal disciplinary procedures are also followed</i>	Head of Department SLT Line Manager
A teacher marks the work of his/her own child	<i>A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course Marked work of said child is submitted for moderation whether part of the sample requested or not</i>	Head of Department Exam & Information Manager
An extension to the deadline for submission of marks is required for a legitimate reason	<i>Awarding body is contacted to determine if an extension can be granted Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for non-examination assessment extension</i>	Head of Department Exam & Information Manager
After submission of marks, it is discovered that the wrong task was given to candidates	<i>Awarding body is contacted for guidance Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 2), to determine eligibility and the process to be followed to apply for special consideration for candidates</i>	Head of Department Exam & Information Manager
A candidate wishes to appeal the marks awarded for their work by their teacher	<i>Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body Records confirm candidates have been informed of their marks Candidates are informed that these marks are subject to change through the awarding body's moderation process Candidates are informed of their marks at least two weeks prior to the internal deadline set by the exams officer for the submission of marks Through the candidate exam handbook, candidates are made aware of the centre's internal appeals procedures and timescale</i>	Head of Department Exam & Information Manager

	<i>for submitting an appeal prior to the submission of marks to the awarding body</i>	
Deadline for submitting work for formal assessment not met by candidate	<i>Records confirm deadlines given and understood by candidates at the start of the course Candidates confirm/record deadlines known and understood Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate</i>	Head of Department
Deadline for submitting marks and samples of candidates work ignored by subject teacher	<i>Internal/external deadlines are published at the start of each academic year Reminders are issued through senior leaders/subject heads as deadlines approach Records confirm deadlines known and understood by subject teachers Where appropriate, internal disciplinary procedures are followed</i>	Head of Department
Subject teacher long term absence during the marking period	<i>See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle)</i>	Head of Department