



YSGOL BRYN CASTELL

Non – Examination Assessment Policy

Issue Date: March 2025

Next Review: March 2027

Responsibility: Examinations Officer/SLT

Review Period: 2 years

Reviewed by: Senior Management Team

Purpose of this policy

- To cover procedures for planning and managing non-examination assessment
- Define staff roles and responsibilities with respect to non-examination assessments
- Manage risks associated with non-examination assessments

Review

This policy will be reviewed and approved every 2 years by the Senior Management Team and Governing Body Committee to ensure that it is fit for purpose and compatible with the existing policies and procedures.

What are non-examination assessments?

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

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

- task setting
- task taking
- task marking

Responsibilities

Headteacher

- Ensures that the centre's non-examination policy is fit for purpose
- Responsible to the relevant awarding bodies to ensure that all non-examination assessments are concluded to qualification.

Senior leadership team

- Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with TLR Holders / Management Team to schedule non-examination assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of non-examination assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for non-examination assessments.

Management Team

- Standardise internally the marking of all teachers involved in assessing an internally assessed component. This will be achieved through training and discrete time allocated for moderation.
- Ensure that individual teachers understand their responsibilities with regard to non-examination assessment, through appropriate training.
- Ensure that individual teachers understand the requirements of the awarding body'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 awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements. This will be achieved by attending standardisation meetings.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.
- Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for non-examination assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and, with the Exams Office, ensure that such materials are stored securely at all times.
- Supervise assessments. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

Non-examinations Assessments Policy

- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exam's office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. 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.
- Ask the appropriate specialist assessor, for assistance as required for the administration and management of access arrangements.

Exams office staff

- Enter students for individual units, whether assessed by non-examination assessment or external exam, before the deadline for final entries.
- Enter students' certification codes for the terminal exam series.
- Where confidential materials are directly received by the exam's office, to be responsible for receipt, safe storage and safe transmission.
- Download and distribute marksheets for teaching staff to use and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where non-examination assessment cannot be conducted in the classroom, to help arrange suitable accommodation where non-examination assessment can be carried out, at the direction of the senior leadership team.
- Apply for access arrangements as requested.

Additional learning support

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

Risk Assessment

See Risk Assessment Policy below.

Non-examination Assessment Risks

Potential risks	Remedial action		Staff Responsible
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	Management team /Examinations Officer DH - Curriculum
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	EO/Management Team
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct non-examination assessment	Use more than one classroom or multiple sittings where necessary	Management Team/ Assistant Headteacher
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		EO/ Management Team
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Assistant Headteacher/ Management Team/ EO staff/ Teaching staff
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access to correct area of awarding body secure sites ahead of time	Assistant Headteacher/ Management Team
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	EO/Management Team/ Assistant Headteacher/ /EO staff/ teachers

Non-examination Assessment Risks

Potential risks	Remedial action		Staff Responsible
	Forward planning	Action	
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Teaching staff
Candidates have a scheduling clash for exams or assessment	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes	EO/Assistant Headteacher/ Management Team
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Assistant Headteacher/ Management Team/ EO staff
Supervision			
Student study diary/plan not provided or completed (where relevant to subject).	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Assistant Headteacher/ Management Team
Teaching staff/assessors do not understand supervision of non-examination assessment is their responsibility	Ensure teaching staff/assessors understand nature of non-examination assessments and their role in supervision		Assistant Headteacher
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any non-examination assessment where a teacher/assessor is not supervising, in line with the awarding body specification.		Assistant Headteacher/ Management Team /EO staff

Non-examination Assessment Risks

Potential risks	Remedial action		Staff Responsible
	Forward planning	Action	
Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification.	Seek guidance from the awarding body	Assistant Headteacher/ Management Team
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	EO
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Assistant Headteacher/ Management Team
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	Assistant Headteacher/ Management Team /EO staff
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	Assistant Headteacher/ Management Team /EO staff
Deadlines			
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.	Assistant Headteacher/ Management Team
Deadlines for marking and/or paperwork not met by teaching staff/assessors	Ensure teaching staff/assessors 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 AB deadlines	Seek guidance from awarding body	Assistant Headteacher/ Management Team

Non-examination Assessment Risks

Potential risks	Remedial action		Staff Responsible
	Forward planning	Action	
Authentication			
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	Assistant Headteacher/ Management Team
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors 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	Assistant Headteacher/ Management Team
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	Assistant Headteacher/ Management Team
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted	Check with the awarding body whether a later standardisation event can be arranged	Assistant Headteacher/ Management Team /EO staff

SLT	Headteacher Deputy Headteacher Assistant Headteacher	Helen Ridout Sean Jenks Sarah Peel/ Sarah Davies/ Victoria Cahill
Management Team	Manager of Maths and Numeracy Manager of Language, Literacy and Communication Manager of Health and Wellbeing and cross-cutting themes Manager of ALN and mandatory curriculum elements Manager of Humanities and Expressive Arts	Paul Portlock-Smith Ceri Finneral Ryan Dummer Rebecca Francis Harriet Gibson
EO staff	Examination Administration staff	Kelly Robinson