



# Non-Examination Assessment Policy

Approved: November 2023

Next review due: November 2025

This Policy covers all Non-Examination Assessment (hereafter NEA) undertaken as part of a subject studied in any Key Stage as part of a course of study at St Ivo Academy.

## Outline Statement

- All staff (both teaching and non-teaching) are expected to comply with any policy or set of guidelines published by external agencies concerned with assessment (specifically exam boards, JCQ and Ofqual).
- The information available in exam board and other agency guidelines provides very specific advice on how to deal with all matters relating to the setting, completion and submission of NEA marks, samples for moderation and other related items. These guidelines are made available to parents and students via subject staff.

## Teaching Staff

- Teaching staff should be familiar with the exam board rules and guidelines for running NEA sessions. The exam board rules will be made available to students at the commencement of any course of study or at the time they begin their NEA within that course of study.
- The Head of Department is responsible for ensuring consistent practice in line with the exam board's guidelines.
- In most subjects the NEA will be completed within normal lessons (with the exception of students with access arrangements). Parents will be informed of dates for NEA in advance. Students will be informed of deadline dates and which sessions are high control and which are low control (if applicable).
- Teaching staff will retain all NEA work between sessions in a secure location.
- Teachers and Heads of Department will ensure that students who have been absent from NEA sessions have the opportunity to complete the assessment at a later date (within in the constraints of exam board deadlines).
- Teaching staff are expected to play a full role in the process of moderation as directed by their Head of Department. They will record marks obtained in accordance with the school and departmental marking and recording policies.
- A final deadline is the date by which the actual NEA must be submitted to the teacher/HOD. Unless there are exceptional circumstances, work may not be marked if it is handed in after the final deadline.

Exceptional Circumstances would include:-

- Certificated medical condition which prevented the student from meeting the deadline.
- Unforeseen personal or family event.

### **Students**

- At the beginning of the course, students are given written guidance regarding the Awarding Bodies regulations for all NEAs.
- Students are expected to understand the concept of high control and low control in respect of NEAs and ensure that they adhere to the regulations.
- They should undertake to complete any required research or preparatory element of the work at home.
- Students are responsible for ensuring they have any specific equipment required for a NEA session – for example a black pen.
- Students should advise the teacher in advance if they are going to be absent for any reason so alternative arrangements can be made.
- Students should be aware that the high control sessions are carried out in full exam conditions and that there are serious consequences for failure to adhere to these rules.
- Students should meet all internal and external deadlines set for any NEA.
- Any breach of regulations relating to NEAs will be investigated in the first instance by the Head of Department and an appropriate sanction will be issued including potential loss of marks and submission of a report on misconduct to the exam board for their consideration and possible action.
- Students must not copy the work of others either within or outside of the school and then pass this work off as their own under any circumstances. This will be viewed as plagiarism. Those students who are found to be guilty of plagiarism in any NEA that they submit for marking, will be subject to the regulations laid down by the exam boards. The responsibility for ensuring that their NEA is their own work lies with the students. They will be required to sign a document from the exam board to say that their NEA is their own work.

### **Parents/Carers**

- Parents should read the policy sections written for staff and students.
- Any questions regarding specific NEA issues should be directed to the subject teacher or Head of Department.
- Parents are advised to keep a note of dates of NEA sessions/deadlines.
- Parents should read exam board rules and any other document relating to internal NEA procedure and support their child in preparing for and ensuring they have the correct equipment for the NEA session.
- Parents should ensure that students are present at school and are not taken out for holidays or any other reason at the times that students are doing NEAs.

## **Reviews of marking - centre assessed marks (GCE and GCSE non-examination assessments)**

St Ivo Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Ivo Academy is committed 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.

1. St Ivo Academy will ensure that candidates are informed of their centre assessed marks, so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. St Ivo Academy 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.
3. St Ivo Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. St Ivo Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing, and be made within 10 working school days of the marks being published and candidates being informed of this.
6. St Ivo Academy 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.
7. St Ivo Academy will ensure that the review of marking is carried out by 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.
8. St Ivo Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of St Ivo Academy and is not covered by this procedure.

## **AI Misuse (this addendum added June 2024)**

AI refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead to a qualification. AI tools such as Chatbots are AI tools which are used to generate text in response to user prompts and questions.

With reference to the **JCQ Guidance for Teachers and Assessors – AI Use in Assessment: Protecting the Integrity of Qualifications**.

Students complete the majority of their exams and assessments under close staff supervision with limited access to authorised materials and no permitted use of the internet. The delivery of these assessments should be unaffected by the developments in AI tools as students do not have access to the use of such tools when completing these assessments.

There are some assessments in which access to the internet is permitted in the preparation, research or production stages – the majority of these assessments will be NEA, coursework and internal assessments. JCQ guidance designed to help students and teachers complete NEAs, Coursework and Internal Assessments successfully is followed in relation to these assessments - **JCQ Instructions for Conducting Coursework**.

Where a student has used an AI tool, they must acknowledge its use and show clearly how they have used it. If a student uses an AI tool which provides details of the sources it has used to generate content, these sources must be verified by the student and referenced in their work in the normal way.

The following JCQ support resources will be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for the use of AI in assessments:-

- **Information Sheet for Teachers**
- **Senior Leader Presentation for Teachers**
- **Poster for Students**
- **Teacher Presentation for Students**

Identifying the misuse of AI by students, teachers would use the same skills and observation techniques they are already using to assure themselves that students' work is authentically their own. If AI misuse is detected or suspected by the teacher and the declaration of authentication has been signed, this will be reported to the relevant awarding body.