



## LEICESTER GRAMMAR SCHOOL

### NON-EXAMINATION ASSESSMENT POLICY (INCLUDING APPEALS PROCEDURE)

In this policy, “the School” will refer to Leicester Grammar School. “GCE” and “GCSE” will be taken to refer to GCE and GCSE as well as equivalent courses such as IAL, Pre-U, IGCSE, International GCSE, AQA Certificates, Extended Project Qualifications and other similar qualifications.

This is one of the policies concerned with the curriculum. It should be read in conjunction with the policies on the curriculum, examinations, assessment, pupil behaviour, and special educational and disability needs and the related Joint Council for Qualifications (JCQ) documents. This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain components of non-examination assessment.

“The regulator’s definition of an examination is very narrow and 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 as classified as ‘NEA’.”  
[Definition taken directly from the JCQ publication ‘*Instructions for conducting non-examination assessments*’.]

The term “non-examination assessment (NEA)” in this document therefore refers to any externally assessed but centre timetabled or any centre-assessed component of an external qualification, including but not limited to: coursework, controlled assessments, endorsements, extended projects, practical examinations and speaking exams.

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.

The School is committed to ensuring that the following standards are upheld:-

NEA are conducted by staff who have appropriate knowledge, understanding and skills.

NEA are conducted in accordance with the relevant awarding body’s specification and the relevant JCQ regulations (see the JCQ documents ‘*Instructions for conducting controlled assessments*’, ‘*Notice to Centres – Reviews of marking (centre assessed marks)*’, ‘*Instructions for conducting examinations*’, ‘*Plagiarism in examinations*’, ‘*Suspected*

*malpractice in examinations and assessments'* and *'Adjustments for candidates with disabilities and learning difficulties'*).

The marking of NEA is fair, consistent and in accordance with the awarding body's instructions.

## Responsibilities

### Headmaster

Responsible to the awarding bodies for ensuring that the centre's NEA policy is fit for purpose.

Provides 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 as required for the *Practical Skills Endorsement for A-level Sciences designed for use in England* and that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language Endorsement for GCSE English Language.

Ensures that new Heads of Department undertake the required training provided by the awarding bodies on the implementation of the practical skills endorsement.

Ensures that the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre's marking.

Responsible for immediately reporting to the relevant awarding body and alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff.

Ensures that those members of teaching staff involved in the direct supervision of candidates producing NEA are aware of the potential for malpractice and ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

### Deputy Head Academic

Ensures that all non-examination assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies.

Ensures that the centre-wide calendar records assessment schedules by the start of the academic year (beginning with the academic year 2018/19).

### Exams Officer

Consults with teaching staff to ensure that NEA are completed on time and in accordance with JCQ guidelines.

Receives, checks and stores securely all secure materials until such time as they can be distributed to teaching staff.

Provides the attendance register to the Head of Department where the component may be assessed.

Where required, supports the Headmaster in investigating and reporting incidents of alleged, suspected or actual malpractice.

Where a candidate is eligible, submits an application for special consideration to the awarding body to the prescribed timescale and keeps required evidence on file to support the application.

Along with Heads of Department, submits candidates' marks for NEA and moderation samples where necessary, and tracks the despatch of both.

Stores returned moderation samples until such time as they can be returned to Heads of Department.

Ensures that any request for post-results services that are available to NEA are submitted online via the awarding body secure extranet site to the deadline and collects candidate consent where required.

Accesses or signposts moderator reports for relevant staff and takes remedial action, if necessary, where feedback may relate to centre administration.

#### Director of Studies

Oversees the invigilation timetable and rooming arrangements for NEA and practical exams (in consultation with the Exams Officer, Head of Learning Support and Head of Department).

#### Head of Learning Support

Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments.

Works with subject teachers to ensure that requirements for access arrangements requiring the support of a facilitator in assessments are met.

Ensures that staff acting as an access arrangement facilitator are fully trained in their role.

#### Heads of Department

Ensures that where the centre intends to enter candidates for the first time for a GCSE or A-level subject, the relevant awarding body will be contacted prior to the beginning of the teaching of the course.

Ensures 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 applicable, confirms understanding of the *Practical Skills Endorsement for the A-level Sciences designed for use in England* and undertakes training provided by the awarding bodies on the implementation of the practical endorsement.

Where applicable, confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England* and ensures that for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are produced.

Where necessary, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances in line with awarding body specifications and control requirements.

Ensures that a suitable venue is used for NEA tasks that cannot be conducted in the normal teaching classroom (or ensures that the teaching classroom is made suitable in accordance with the relevant JCQ regulations).

On occasions where NEA cannot be conducted during normal timetabled lessons, arranges, in consultation with the Exams Officer, Head of Learning Support, Director of Studies and the Deputy Head Academic, suitable alternative accommodation.

Liaises with the Visiting Examiner where this may be applicable to any externally assessed component.

Provides the attendance register to a Visiting Examiner.

Ensures that 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.

Keeps a copy of the attendance register until after the deadline for enquiries about results for the exam series.

Accurate completion of NEA mark sheets and declaration sheets.

Along with the Exams Officer, submits candidates' marks for NEA and moderation samples where necessary by the required deadline, and tracks the despatch of both.

Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series.

Provides relevant support to subject teachers making decisions about enquiries about results.

### Teachers

Prepare candidates for the NEA in accordance with the awarding bodies' specification and the relevant JCQ regulations.

Makes candidates aware of the criteria used to assess their work. This must be supported by the provision to each candidate of a copy of the criteria. This may be provided electronically.

Ensures that all of the requirements in relation to Practical Skills Endorsement for the A-level Sciences are known and understood by candidates.

Identifies dates when tasks should be taken by candidates.

Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution.

Instructs 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.

Works with the Head of Learning Support to ensure any access arrangements for eligible candidates are applied to assessments.

Ensures that materials are stored securely at all times.

Provide specialist technical support during practical exams where required in accordance with the awarding bodies' specification and the relevant JCQ regulations.

Ensures that there is sufficient supervision to enable the work of a candidate to be authenticated and to ensure that the work a candidate submits is their own.

Where candidates may work in groups, keeps a record of each candidate's contribution.

Ensures that candidates are aware of the JCQ documents '*Information for candidates – non-examination assessments*' and '*Information for candidates – Social Media*' and ensures that candidates understand and comply with the regulations in those documents.

Escalates and reports any alleged, suspected or actual incidents of malpractice to the Headmaster.

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 Network Manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.

When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates and allows 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.

Attends awarding body training as required to ensure familiarity with the mark scheme / marking process.

Marks candidates' work in accordance with the marking criteria provided by the awarding body.

Ensures that once work has been assessed, candidates are not allowed to revise it.

Takes sensible precautions when work is taken home for marking.

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 moderation process.

Ensures that candidates are informed of their marks in accordance with the timescale indicated by the centre's internal appeals procedure to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body.

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.

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 and provides these if requested by a JCQ Centre Inspector.

Provides advice and guidance to candidates on their results and the post-results services available.

Provides the exams officer with the original sample or relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline and supports the exams officer in collecting candidate consent where required.

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, or where work has been lost and liaises with the Exams Officer when special consideration may need to be applied.

Applies for an exemption where a candidate cannot access the Practical Skills Endorsement for the A-level Sciences due to a substantial impairment.

### Network Manager

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

### Invigilators

Ensure that the NEA is conducted in accordance with the JCQ document '*Instructions for conducting examinations*'.

### Candidates

Understand relevant regulations and sign a declaration that authenticates the work as their own.

### Marking and moderation

Marking will be carried out in accordance with the awarding bodies' instructions.

Consistency of assessment is assured through internal moderation across different teaching groups.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres.

Where a candidate carrying out a non-examination assessment is related to a teacher involved in the marking or moderation of that internal assessment, every reasonable step will be taken to ensure that the teacher in question has no involvement in the marking of that candidate's work. Where this is unavoidable, the awarding body will be made aware of the candidate/teacher relationship and that candidate's work will be submitted to the awarding body for moderation.

### Malpractice and Plagiarism

Where instances of malpractice occur or plagiarism is identified by teaching staff, no marks will be awarded for that piece of work and any additional punishments will be determined by the school's policy on pupil behaviour. For an unsecure assessment, the candidate may be given a second opportunity to complete the task at the Head of Department's discretion. For a secure assessment, the candidate will not be given a second opportunity to complete that task.

Where instances of plagiarism are identified by the awarding body, any sanctions and penalties imposed will be determined by the awarding body. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

### Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms the School's compliance with JCQ's *General Regulations for Approved Centres 2018-19*, section 5 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates", that "the centre must inform candidates of their centre assessed marks" and that "a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE NEA) that contribute to the final grade of a qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for the external moderation.

The School 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.

The School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE NEA). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The School 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.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, the he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

**N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.**

1. The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centres marking before marks are submitted to the awarding body.
2. The School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. This request **must** be made within 4 calendar days of receipt of the centre assessed marks.
3. The School will, having received a request for copies of the materials, promptly make them available to the candidate within 4 calendar days.

4. The School 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 within 7 calendar days of receiving copies of the requested materials by completing the attached **internal appeals form**.
6. The School will allow 7 calendar days for the review to be carried out, to make any necessary changes to the marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The School will ensure that the review is carried out by an assessor who has the appropriate competence, has had no previous involvement in the assessment of this piece of work for the candidate and has no personal interest in the review.
8. The School 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 Headmaster and will be logged. 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 procedure to light, the awarding body will be informed immediately.
11. It is at the School's discretion to charge a £50.00 fee to carry out a review of the centre's marking for a NEA component. This fee will be split into two parts: an initial £25.00 fee will be charged on receipt of a request for copies of materials; a second £25.00 fee will be charged on receipt of a request for a review of the centre's marking.

In the event that a candidate (or his/her parent/carer) submits an appeal to request a review of the centre's marking, there are three possible outcomes:

- The original mark is lowered.
- The original mark is confirmed as correct.
- The original mark is raised.

**In each case, this revised mark is the mark that will be submitted to the awarding body, regardless of whether it is lower than, the same as, or higher than the original mark received.**

In the event that a mark is raised by more than the awarding body's tolerance level for the component, the fees will be waived.

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



### Notice of Appeal

Candidate name	
Form	
Name of person making the appeal	
Contact address	
Contact telephone number	
Contact email address	
Subject and component being assessed	
Examination/assessment date (if applicable)	

This notice must be received no later than 15 calendar days after the candidate was informed of their centre assessed marks.

Completed "Notice of Appeal" forms should be returned to:

The Examinations Officer  
Leicester Grammar School  
London Road  
Great Glen  
Leicestershire  
LE8 9FL

If the Examinations Officer has not acknowledged receipt of this completed form via email within 96 hours of submission then the person making the appeal must contact the School immediately. Failure to do so within a further 48 hours will render the appeal void.

FOR CENTRE USE ONLY	
Date received	
Date and time acknowledged Via email	

State the grounds for your appeal below:

Details of supporting evidence (attach copies of the evidence to this form):

Further relevant information (attach additional sheets if necessary)

Appellant's signature:

Date:

**I wish to request a review of the centre's marking for the NEA component stated above. I understand that there may be a fee charged for this service and that the final mark awarded to me following a review of marking may be lower than, higher than, or equal to the mark that was originally awarded for this component and that it is this final mark which will be submitted to the awarding body.**

Candidate's signature:

Date:

This form should be retained in the centre's files for at least six months and 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, whichever is the later date.