GP34 – Non - Examination Assessments

Last Review Date	November 2024	**Next Review Date**	November 2025
Leader of Policy Review	Headteacher, Assistant Headteacher, Exams Officer		
Associated Policies	Behaviour, Charging, Disability, Diversity and Equality, Examinations, Examination Appeals, Record Keeping, Examinations Contingency Plan		

During the final term of each academic year all Curriculum Areas will submit a plan for the controlled assessment for the next Academic year. The exam team will review and consult with Area so that clashes can be avoided. This information will then be shared to all Areas so that students are not disadvantaged.

- It is the responsibility of each Curriculum Leader to obtain the non-examination assessment task details from the exam boards.
- It is the responsibility of each Curriculum Leader and teaching staff to check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities;
- The Curriculum Leader should choose the most appropriate time for the non-examination assessment to take place, within the specified time frame.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when high level non-examination assessments are taking place.
- Entries for non-examination assessments must be made at the appropriate time.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessment process. The assessment marks must be submitted to the exam board by the appropriate date.
- Access arrangements do apply to non-examination assessments.
- Candidates' work must be locked away in secure storage until all results have been verified.
- Re-sits of non-examination assessments may be allowed in the next exam session.
- After the results are published it may be possible to request a re-moderation of the work.
- The Non-Examination Assessment should take place during timetabled class time. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are not allowed to communicate with each other or have electronic communication devices on them.
- Relevant display materials must be removed or covered up.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate. If a computer is required for high level controlled assessment work then separate user accounts must be used. These accounts must have no access to internet or e-mail and must only be accessible during the controlled sessions. If

work is saved on memory sticks these must be collected in after each session and securely locked away.

- Teaching staff are to ensure that candidates' work is saved. When work is saved to school drive it is automatically backed-up on server, every night a second copy is saved to the local authority backup server.
- Each student is to keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.
- If candidates use material from a source or generated from a source which is not their own work, they must indicate the particular part/element/phrase and state where it came from.
- Where computer-generated content has been used (such as an AI Chatbot), the reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024. Candidates should retain a copy of the computer-generated content for reference and authentication purposes
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary. Attendance records from assessment sessions must be marked and dated and kept by the class teacher. For long absences, special consideration should be applied for.
- If suspected malpractice occurs (this includes the misuse on AI), the Exams Officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board.
- Authentication forms must be signed by the teachers and candidates.
- Teacher annotation is to be used to provide evidence to indicate how and why marks have been awarded.
- Teachers must not use artificial intelligence as the sole means of marking candidates' work.
- Before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking;
    - (see https://www.jcq.org.uk/exams-office/non-examination-assessments/)