NON EXAMAMINATION ASSESSMENT AND CONTROLLED ASSESSMENT POLICY
APPROVAL/CONSULTATION REQUIREMENTS

WHO BY	REQ?	DATE	WHO BY	REQ?	DATE
SLT	Y ☒	13-11-22	Corporation	Y ☐	
Health-Safety Comm.	Y ☐		Finance-Resources Comm.	Y ☐	
Trades Union	Y ☐		Audit Comm.	Y ☐	
Education-Standards Comm.	Y ☐		Remuneration Comm.	Y ☐	

POLICY LOCATION: Internal ☒ **(Sharepoint)**   **External** ☒   **(Specify options)**

Related Documents:	• JCQ and other awarding bodies' instructions for conducting Learner Behaviour and Conduct Policy

1. AIM AND SCOPE OF POLICY

1.1 The aim of this policy is to outline how the Management of Non Examination Assessments and Controlled Assessments for GCSE and Functional Skills and any other relevant qualifications will be managed in line with the Joint Council for Qualifications (JCQ) or other awarding body requirements. Non Examination Assessments and Controlled Assessment is a form of internal assessment where the control levels are set for each stage of the assessment process. Controlled assessment has replaced coursework in the new GCSE specifications; this also applies to internally assessed Functional Skills Units.

1.2 The policy applies to:

- All learners taking the Non Examination Assessments and Controlled Assessment
- All teaching staff employed by Coventry College delivering the Non Examination and Controlled Assessment
- All exam staff responsible for entering learners and submitting marks

2. SPECIFIC OBJECTIVES

2.1 To ensure that the College complies with the (JCQ) and other awarding body requirements for conducting internal assessments

2.2 To enable teaching staff to understand and comply with the general guidelines

2.3 To ensure exam staff enter learners for the assessment and submit results by the deadline dates

2.4 To ensure learners understand the Non Examination Assessment and Controlled Assessment regulations and signing a declaration that authenticates the work is their own

3. GENERAL PRINCIPLES

3.1 To administer the Non Examination and Controlled Assessments as per board regulations and submit results to the examination boards by specified deadline dates.

4. RESPONSIBILITIES

4.1 **The Senior Leadership Team will:**

- Have overall responsibility for the College as an examination centre and to ensure the assessments comply with JCQ guidelines and awarding bodies' subject specific instructions

- Ensures that measures are in place for this policy to be communicated effectively to all staff and learners.

- Annually approve an internal appeals policy for Non Examination Assessments and Controlled Assessments

4.2 **Curriculum Management will:**

- Implement the procedures for setting, scheduling, marking, standardising, moderating and administering Non Examination Assessments and Controlled Assessments as regulated by the awarding bodies.

- Ensure resources are available for the Non Examination Assessments and Controlled Assessments for the year.

- Ensure that at least 40% of overall assessment (controlled and or external assessment) is taken in the exam series in which the qualification is certificated to satisfy the terminal assessment requirement in accordance with the awarding body specification.

- Standardise internally the marking of all teachers involved in assessing an internally assessed component.

- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.

- 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 contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

4.3 **Teaching Staff will:**

- Understand and comply with the general guidelines contained in the JCQ and other awarding bodies' publications *Instructions for Conducting Non Examination Assessments* and *Instructions for Conducting Controlled Assessments.*

- Understand and comply with the awarding body's specifications for Conducting Non Examination Assessments and Controlled 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 and Controlled Assessments.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.

- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.

- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment. Signed candidate declarations must be kept on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the Exams 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.

- Liaise with Learner Support for any assistance required for the administration and management of access arrangements in the classroom.

4.4 **Examination Staff will:**

- Enter candidates for subject qualification and units, whether assessed by Non-Examination Assessments, Controlled Assessment, and external exam or on-screen test, before the deadline for final entries.

- Enter candidates' 'cash-in' codes for the terminal exam series.

- Where the Exams Office, is to be responsible for receipt, safe storage and safe transmission whether in CD or hard copy format, directly receives confidential materials.

- Circulate deadline dates.

- Ensure access arrangements have been applied for.

- Download and distribute mark sheets for teaching staff to use, and collect and submit marks electronically or send mark sheets to awarding bodies before deadlines.

- Ensure the Internal Appeals Procedure for Non Examination Assessments and Controlled Assessment is followed.

4.5 **Additional Learner Support will:**

- Ensure access arrangements have been applied for.

- Work with teaching staff to ensure requirements for classroom support staff are met.

5. IMPLEMENTATION OF THE POLICY

5.1 The College will ensure that:

- The policy will be distributed to all College staff and be available on the staff intranet.

- Examination Section, Directors of Faculties, Curriculum Managers and Learning Support staff are responsible for the implementation of the policy in their areas.

6. MONITORING AND EVALUATION OF THE POLICY

6.1 The policy will be reviewed annually

6.2 The impact will be measured by compliance to JCQ and other awarding bodies' regulations and board inspection visits.

6.3 Number of learners given additional concessions to enable them to achieve.

7. REVIEW OF POLICY

7.1 The above policy will be reviewed by the relevant parties annually, or as required.

8. ENVIRONMENTAL IMPACT ASSESSMENT

8.1 The College is fully committed to the sustainability agenda.

8.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.

8.3 Policies may not be approved or be amended if they affect significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

9. GENERAL DATA PROTECTION REGULATION (GDPR)

9.1 All policies, which are approved by the Senior Leadership Team, are in line with our GDPR suite of policies and procedure.