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## CONTROLLED ASSESSMENT AND NEA POLICY Centre 17632

A candidate who studies at this centre (School) may undertake Controlled Assessments and/or non-examination assessments (NEA) as part of their course. The centre will ensure that these are carried out according to JCQ and Awarding Body Guidelines.

### **Heads of Centre will**

- Returns a declaration (managed as part of the National Centre Number Register annual update) to confirm awareness of, and that relevant centre staff are adhering to, the latest version of [NEA](#)
- Ensures the centre's Non-examination Assessment Policy is fit for purpose and covers all types of non-examination assessment.
- Ensures 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
- Makes every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes step-family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)
- Where this cannot be avoided, ensures the possible conflict of interest is declared to the relevant awarding body and the marked work is submitted for moderation whether or not it is part of the moderation sample
- Returns an online 'Head of Centre declaration' at the time of the National Centre Number Register annual update confirming 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

### **Senior Leaders will**

- Ensure the correct conduct of non-examination assessments (including endorsements) which comply with [NEA](#) and awarding body subject-specific instructions
- Ensure the centre-wide calendar records assessment schedules by the start of the academic year

### **Heads of Department will**

- supply to the exams office details of all unit codes for controlled assessments or NEAs
- ensure that all of the centre's candidates' work is authenticated by the candidate and the supervising member of staff
- will ensure that all Assessment materials are stored securely according to JCQ and awarding body guidelines at every stage of the task (secure locked steel /metal cabinet within a locked staff area)

- ensure that the task, whatever the level of control, is set and/or developed in accordance with the requirements of the specification
- work together with the Head of Examinations, the Learning Support Department and School Nurse if necessary to ensure that candidates with Access Arrangements are not disadvantaged during the Assessments
- ensure that all tasks are supervised and run in accordance with the JCQ and awarding body guidelines for control, including restricting access to email, Internet, mobile phones as appropriate
- ensure fully qualified teachers mark the Assessment.
- ensure that individual teachers fully understand their responsibility with regard to the assessment
- ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any subject specific instructions
- ensure the correct task is issued to candidates
- where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements
- be responsible for making arrangements for candidates who miss a task through illness
- be aware of the Emergency Evacuation Procedure
- appoint one person to be responsible for any internal standardisation of their specification and keep a record of that standardisation process ensuring internally or externally marked work meets awarding body and centre deadlines
- keep a record showing the candidates and supervisor present, the date and time of the task and any issues that arose at each stage of the Assessment(s)
- Understands that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely as required

**Teaching Staff will:**

- understand and comply with the general guidelines detailed within the JCQ publication
- understand and comply with the awarding body's specification for conducting assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- 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
- ensure the correct task is issued to candidates
- supervise assessments (at the specified level of control); undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows
- Where candidates may work in groups, keeps a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates
- be aware of the Emergency Evacuation Procedure
- ensure that candidates and supervising teachers sign authentication forms on completion of an assessment
- mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, 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 SENCO for any assistance required for the administration and management of access arrangements.
- Understands that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely as required

**The Head of Examinations will:**

- ensure that candidates are aware of the JCQ regulations concerning Controlled Assessment, NEAs and Social Media
- be responsible for ensuring that Assessment materials are made available to the Head of Department
- assist Heads of Department in the smooth running of assessment and provide them with invigilation if required
- Inputs and submits marks online, via the awarding body secure extranet site, keeping a record of the marks submitted, to the external deadline/Confirms with subject teachers that marks have been submitted to the awarding body deadline
- Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors
- Submits the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted/Confirms with Subject teacher that the moderation sample has been submitted to the awarding body deadline
- Ensures that for postal moderation
  - work is dispatched in packaging provided by the awarding body
  - moderator label(s) provided by the awarding body are affixed to the packaging
  - proof of dispatch is obtained and kept on file until the successful issue of final results
- Through the subject teacher, ensures the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required
- Through the subject teacher, submits any supporting documentation required by the awarding body
- Refers to/directs relevant staff to the JCQ publication [A guide to the special consideration process](#)
  - Where a candidate is eligible, submits an application for special consideration via the awarding body's secure extranet site to the prescribed timescale
  - Where application for special consideration via the awarding body's secure extranet site is not applicable, submits the required form to the awarding body to the prescribed timescale
  - Keeps required evidence on file to support the application
- Refers to/directs relevant staff where applicable to [Form 15 – JCQ/LCW](#) and where applicable submits to the relevant awarding body
- Signposts the JCQ publication [Suspected Malpractice: Policies and Procedures](#) to the head of centre
- Signposts the JCQ [Notice to Centres - Sharing NEA material and candidates' work](#) to subject heads
- Signposts candidates to the relevant JCQ information for candidates documents
- Where required, supports the head of centre in investigating and reporting incidents of alleged, suspected or actual malpractice
- Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention

**The Learning Support Department will:**

- ensure access arrangements are applied for

- work together with teaching staff to ensure requirements are met

The Deputy Head (Academic), Heads of Middle and Upper School and Heads of Department will be responsible for co-ordination of the timing of Assessment tasks to optimise each candidate's timetable and the overall use of IT facilities and timing of Field Work.

Deadlines of the JCQ and the Awarding Body must be maintained.

Head of Examinations  
September 2021  
To be reviewed November 2022