Merchant Taylors' School

EXAMINATIONS – NEA, CONTROLLED ASSESSMENT AND COURSEWORK POLICY

Centre 17632

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

Head of Centre will:

- Return 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 and ICC.
- Ensure the centre's policy is fit for purpose and covers all types of assessments.
- Ensure the centre's Internal Appeals Procedures clearly details the procedure to be followed by candidates (or their parents/guardians) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre's marking.
- Make every effort to avoid situations where a candidate is assessed by a person who has a conflict of interest. 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.
- Return 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.
- Ensure any irregularity identified by the centre before the candidate has signed the authentication statement (where required) are dealt with under its own internal procedures, with no requirement to report the irregularity to the awarding body. The only exception being where the awarding body's confidential assessment materials has been breached; this breach must be reported to the awarding body.
- Be familiar with the JCQ publication Suspected Malpractice: Policies and Procedures together with the Cambridge Handbook.
- Ensure that those members of teaching staff involved in the direct supervision of candidates producing non-examination assessment are aware of the potential for malpractice and ensure that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes to malpractice in itself.

Senior Leaders will:

- Ensure the correct conduct of non-examination assessments (including endorsements) which comply with the JCQ and awarding body subject-specific instructions.
- Ensure there is a centre-wide calendar which records assessment schedules for that academic year.

Heads of Department will:

- Ensure that all the centre's candidates' work is authenticated by the candidate and the supervising member of staff. This must be signed upon final submission.
- Ensure that all assessment materials are stored securely according to JCQ and awarding body guidelines at every stage of the task.
- Ensure that the task, whatever the level of control, is set and/or developed in accordance with the requirements of the specification.

- Refer to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources including the internet and AI when planning and researching their tasks.
- Refer to the JCQ document *AI Use in Assessments: Your role in protecting the integrity of qualifications* (http://www.jcq.org.uk/exams-office/malpractice) as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator
- By referencing this document, the centre's AI policy, JCQ IFC AI poster, JCQ AI infographic and the centre's malpractice policy, makes candidates aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment.
- Work together with the Head of Exams, 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 and all other unauthorised material as appropriate.
- Ensure fully qualified teachers (or teachers approved by the awarding body) mark the assessment.
- Does not use artificial intelligence as the sole means of marking candidates' work.
- 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 and Lockdown 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).
- Ensure if candidates' work is to be submitted electronically, that it meets the awarding body's specified requirements.
- Understand 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.
- For internally assessed work, ensure the candidate has been given their provisional mark and has had the chance to appeal it (in line with the Complaints and Appeals Procedure).
- Ensure that once the candidate has signed their authentication form and submitted their final piece of work for marking, they do not have access to and cannot edit the work.
- For externally assessed work, will liaise with the Head of Exams and the visiting examiner (if applicable) to ensure the assessment is completed within the window of dates specified by the awarding body and that the assessment is carried out as per awarding body and JCQ guidance.
- Keep signed candidate declarations on file until the deadline for requesting reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Provide signed candidate declarations where these may be requested by a JCQ Centre Inspector.
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follow the authentication procedures and malpractice information in NEA or ICC and inform the Head of Exams immediately.
- Understand that if, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero.

Teaching Staff will:

- Understand and comply with the general guidelines detailed within the JCQ and awarding body publications.
- 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 always stored securely.
- 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, keep a record of each candidate's contribution and ensure it is possible to attribute assessable outcomes to individual candidates.
- Be aware of the Emergency Evacuation and Lockdown Procedure.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment which will include details of any assistance given during the assessment.
- Ensure the candidates' work is backed up in two separate locations, one within their own subject area and another on a joint Team with the Exams Office.
- 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.
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. If 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 Head of Learning Support for any assistance required for the administration and management of access arrangements.
- Understand 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 Exams** will:

- Ensure that candidates are aware of the JCQ regulations concerning Controlled Assessment, NEAs, AI and social media.
- Signpost to relevant centre staff the annually updated JCQ publications Instructions for conducting non-examination assessments (NEA) and Coursework (ICC), AI use in Assessment**,** special consideration as well as other infographics and documents provided by JCQ and/or the awarding bodies.
- 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.
- Submit marks to the relevant awarding body, keeping a record of the marks submitted, by the external deadline. Confirm with Heads of Department that marks have been submitted.
- Keep all electronic copies of sample material securely stored and locked down so they cannot be edited or adjusted after submission.
- Submit the requested samples of candidates' work to the moderator by the awarding body deadline, keeping a record of the work submitted. Confirm with Heads of Department that the moderation sample has been submitted to the awarding body.
- Ensure 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 Head of Department, ensure the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information that may be required.

- Where required, support the Head of Centre in investigating and reporting incidents of alleged, suspected or actual malpractice.
- Ensure any sample returned after moderation is logged and stored securely until certificates have been issued. After this point, samples will be returned to the relevant Head of Department.

The **Director of Academic Inclusion** 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 relevant Awarding Body must be maintained.

Head of Examinations
October 2026
To be reviewed October 2027