



Non-Examined Assessment (NEA)

This policy is reviewed every 3 years

Issue no	Author/Owner	Date Written	Approved by Governors on	Comments
1	Alistair Ewan	November 2014		Adopted
2	Alistair Ewan	November 2015		Reviewed
3	Karl Rourke-Beasley	March 2017		Reviewed
4	Karl Rourke-Beasley	May 2021	17 th May 2021	Renamed Non-Examined Assessment from Controlled Assessment.

This policy has been reviewed and adoption approved by the School Committee.

Signed Date:

This policy has been reviewed and adoption approved by the Headteacher.

Signed Date:.....

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Rationale

The School Committee is committed to the safe and secure conduct of NEAs in the best interests of students and with clear guidelines for all relevant staff.

Policy

- All NEAs will comply with JCQ guidelines contained in the document 'Instructions for Conducting NEAs' of which every subject leader has a copy. There is also a copy in the Staff Files section of the intranet.
- All NEAs will also adhere to awarding bodies' subject-specific guidelines.
- Every student will be given a copy of the relevant JCQ 'Notice to Candidates' before undertaking his/her first NEA. This notice is also posted outside the examinations notice board and in the examinations section of the school website.
- As far as is possible the Head of Centre will ensure that NEAs are spread throughout the duration of KS4 in the interests of students' workload and resource management, especially with regard to the use of ICT facilities.
- The school will ensure that access arrangements and special consideration guidelines are adhered to in relation to NEAs as they are with regard to formal written examinations.

Guidelines

1. Subject Leaders will:

- decide on the specification to be followed, in consultation with other teachers in the department and the Headteacher.
- ensure that they and individual teachers for whom they have responsibility are aware of and comply with all relevant guidelines from JCQ and awarding bodies.
- 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.
- standardise the marking of all teachers involved in assessing an internally assessed component.
- where appropriate develop new assessment tasks or contextualise sample assessment tasks to meet local conditions.
- supply to the Examinations Officer in good time all requested details concerning unit codes, entries and marks
- 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 that students and supervising teachers sign authentication forms on completion of the assessment

- monitor the completion and marking of NEAs by subject teachers within their area of responsibility
- post completion, retain candidates' work securely in a locked store or cupboard (for hard copies) or on a secure area of the school network which is subject to regular back-up for electronic copies until after the closing date for enquiries about results. If such an enquiry is submitted, retain candidates' work securely until the outcome of that enquiry and any subsequent appeal has been conveyed to the centre.
- ensure that students are informed as to what NEA grades we are submitting to the exam board and are aware of the Appeals Process and that they can appeal their grades.

2. Teaching Staff will:

- understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting NEAs'.
- understand and comply with the awarding body's subject specific requirements for conducting NEAs.
- supervise assessments at the specified level of control and undertake the tasks required under the regulations only permitting assistance to students as the specification allows.
- ensure that they and their students sign authentication forms on completion of an assessment.
- mark internally assessed components within a reasonable period of time following completion using the mark scheme provided by the awarding body and submit marks when required to the Examinations Office, keeping a record of the marks awarded.
- retain candidates' work securely between assessment sessions where more than one such session is required.

3. SENCO will:

- ensure access arrangements have been applied for where necessary.
- work with teaching staff to ensure requirements for support staff are met
- liaise with teaching staff and the Examinations Officer to ensure appropriate accommodation and facilities are available for access arrangement students.

4. Examinations Office Staff will:

- enter students for individual units as requested by teaching staff before the entry deadline.
- enter students' 'cash-in' codes for the terminal examination series.
- be responsible for the receipt, safe storage and transmission to teaching staff of confidential materials received directly by the Examinations Office.
- Check the NEA data that has been uploaded by teachers onto the exam board site
- assist departments to find suitable accommodation for NEAs.

Monitoring, Evaluation and Review

This policy will be monitored by the Examinations Officer and evaluated and reviewed every three years by the Headteacher and School Committee.

Dissemination of the policy:

This policy is available on request to parents and carers, the LA and Ofsted through the Headteacher.

Other relevant policies: Examinations policy