



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Non-Exam Assessment Policy

Agreed by Governors: **September 2019**

The purpose of this policy is:

- To ensure the planning and management of non-examination assessments are conducted efficiently and in the best interests of candidates.
- To ensure the operation of non-examination assessments with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's non-examination assessments processes to read, understand and implement this policy.

### **Staff Responsibilities**

#### **Senior Leadership Team**

- Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule non-examination assessments.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/problems over the timing or operation of non-examination assessments.
  - Issues arising for the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for non-examination assessments.

## **Heads of Department**

- Standardise internally, the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to non-examination assessments.
- 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.

## **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.
- Understand and comply with the awarding body specification for conducting non-examination 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.
- Supervise assessments and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

## **Exams Office Staff**

- Enter students for examined and non-examined assessment units before the deadline for final entries.

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- Ensure access arrangements have been applied for.

### **Special Educational Needs Coordinator (SENCO)**

- Ensure evidence of need for access arrangements have been given to the Examinations Manager.
- Work with teaching staff to ensure requirements for support staff are met.