Oak Academy

Management of GCSE Non-Examination Assessment

September 2026

Version	V0.01
Approval Date	November 2026
Approved	Principal
Lead Reviewer	Principal
Review Date	December 2027

Contents

1. Introduction 4
1.1. Statement of Intent 4
1.2. Audience 4
1.3. Revision History 4
1.4. Definitions 4
2. What does this policy affect? 5
3. What are non-examination assessments? 5
4. Procedures for planning and managing non-examination assessments, identifying staff roles and responsibilities 5
4.1. The Basic Principles 5
4.2. Task Setting 6
4.3. Issuing of task 7
4.4. Task taking 7
4.5. Resources 7
4.6. Word and time limits 8
4.7. Collaboration and group work 8
4.8. Authentication procedures 8
4.9. Presentation of work 8
4.10. Keeping material secure 9
5. Task Masking – Externally assessed components 9
5.1. Conduct of externally assessed work 9
5.2. Submission of work 9
6. Task Marking – Internally assessed components 10
6.1. Marking and annotation 10
6.2. Internal standardisation 10

6.3. Consortium arrangements 11
6.4. Submission of marks and work for moderation 11
6.5. Storage and retention of work after submission of marks 12
6.6. External moderation – Feedback 12
7. Access Arrangements 12
7.1. Subject teacher 12
7.2. Special educational needs coordinator (SENDCo) 12
8. Special Consideration 13
8.1. Subject teacher 13
8.2. Exams officer 13
9. Malpractice 13
9.1. Head of centre 13
9.2. Subject teacher 13
9.3. Exams officer 14
10. Enquiries About Results 14
10.1. Head of centre 14
10.2. Subject head/lead 14
10.3. Subject teacher 14
10.4. Exams officer 14
11. Appendix 1 – Management of issues and potential risks associated with non-examination assessments 15

1. Introduction

1.1. Statement of Intent

1.1.1 The purpose of this policy, as defined by JCQ, is to:

- procedures for planning and managing non-examination assessments
- define staff roles and responsibilities with respect to non-examination assessments
- manage risks associated with non-examination assessments

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Authentic Education.

1.3. Revision History

Issue	Date	Author	Changes
V0.01	November 2026	Danielle Fisher	

1.4. Definitions

1.4.1. Detail any definitions here to aid in the understanding of the policy that the reader may not be familiar with. This may include technical or statutory definitions.

2. What does this policy affect?

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

"The regulator's definition of an examination is very narrow and in effect any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA). 'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'." Definition taken directly from the JCQ publication Non-Examination Assessments - JCQ Joint Council for Qualifications, Foreword]

This publication is further referred to in this policy as NEA

3. What are non-examination assessments?

"Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers."

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- Task setting
- Task taking
- Task marking

4. Procedures for planning and managing non-examination assessments, identifying staff roles and responsibilities

4.1. The Basic Principles

- Head of centre
  - Ensures that the centre's non-examination assessment policy is fit for purpose
  - 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
- Senior Leaders
  - 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
  - Where applicable, liaise with all relevant parties in relation to arrangements for and conduct of the monitoring visit for GCSE (9-1) Computer Science
- Quality assurance (QA) lead/Lead internal verifier

- Confirms with subject heads that appropriate awarding body forms and templates for non-examination assessments (including endorsements) are used by teachers and candidates
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria
- Ensures appropriate centre-devised templates are provided to capture/record relevant information given to candidates by subject teachers
- Ensures appropriate centre-devised templates are provided to capture/record relevant information is received and understood by candidates
- Where not provided by the awarding body, ensures a centre-devised template is provided for candidates to keep a detailed record of their own research, planning, resources etc.

- Subject head/lead
  - Ensures subject teachers understand their role and responsibilities within the nonexamination assessment process
  - Ensures NEA and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements)
  - Works with the QA lead/Lead internal verifier to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers
  - Understands the arrangements that the centre needs to put in place where the centre might accept private candidates (including distance learners and home educated students) for components of non-examination assessment
- Subject teacher
  - Understands and complies with the general instructions as detailed in NEA
  - Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
  - Marks internally assessed work to the criteria provided by the awarding body
  - Ensures the exams officer is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries
- Examination Officer
  - Signposts the annually updated JCQ publication Instructions for conducting nonexamination assessments to relevant centre staff
  - Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment

4.2. Task Setting

- Subject teacher
  - Selects tasks from a choice provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification

- Makes candidates aware of the criteria used to assess their work

4.3. Issuing of task

- Subject teacher
  - Determines when set tasks are issued by the awarding body
  - Identifies date(s) when tasks should be taken by candidates
  - Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times
  - Ensures requirements for legacy specification tasks and new specification tasks are distinguished between

4.4. Task taking

- Subject teacher – Supervision
  - Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements
  - Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
  - Ensures there is sufficient supervision to ensure the work a candidate submits is their own
  - Where candidates may work in groups, keeps a record of each candidate's contribution
  - Ensures candidates are aware of the JCQ documents Information for candidates documents - JCQ Joint Council for Qualifications and Information for candidates documents - JCQ Joint Council for Qualifications
  - Ensures candidates understand and comply with the regulations in relevant JCQ documents Information for candidates
- Subject teacher – Advice and feedback
  - As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task
  - When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates
  - Allow candidates to revise and re-draft work after advice has been given at a general level
  - Records any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner
  - Ensures when work has been assessed, candidates are not allowed to revise it

4.5. Resources

- Subject teacher
  - Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks
  - Ensures conditions for any formally supervised sessions are known and put in place
  - Ensures conditions for any formally supervised sessions are understood and followed by candidates

- Ensures candidates understand that they are not allowed to introduce improved notes or new resources between formally supervised sessions
- Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

4.6. Word and time limits

- Subject teacher
  - Refers to the awarding body's specification to determine where word and time limits apply/are mandatory

4.7. Collaboration and group work

- Subject teacher
  - Unless stated otherwise in the awarding body's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work
  - Ensures that it is possible to attribute assessable outcomes to individual candidates
  - Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment
  - Assesses the work of each candidate individually

4.8. Authentication procedures

- Subject teacher
  - Where required by the awarding body's specification
  - ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
  - signs the teacher declaration of authentication confirming the requirements have been met
  - Keeps signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
  - Provides 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, follows the authentication procedures and malpractice information in NEA and informs the exams officer

4.9. Presentation of work

- Subject teacher
  - Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution
  - Instructs candidates to present work as detailed in NEA unless the awarding body's specification gives different subject-specific instructions
  - Instructs candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work

4.10. Keeping material secure

- Subject teacher
  - When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session)
  - When work is submitted by candidates for final assessment, ensures work is securely stored
  - Follows secure storage instructions as defined in NEA 4.8
  - Takes sensible precautions when work is taken home for marking
  - Stores internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for enquiries about results or until the outcome of an enquiry or any subsequent appeal has been conveyed to the Centre
  - Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means
  - Liaises with the IT Manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically
- IT manager
  - Ensures appropriate arrangements are in place to restrict access between sessions to candidates work where work is stored electronically

5. Task Masking – Externally assessed components

5.1. Conduct of externally assessed work

- Subject teacher
  - Liaises with the exams officer regarding arrangements for the conduct of any externally assessed non-examination component of a specification
  - Liaises with the Visiting Examiner where this may be applicable to any externally assessed component
- Exams officer
  - Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification
  - Conducts the externally assessed component within the window specified by the awarding body
  - Conducts the externally assessed component according to the JCQ publication Instructions for conducting examinations

5.2. Submission of work

- Subject teacher
  - Provides the attendance register to a visiting examiner
- Exams officer
  - Provides the attendance register to the subject teacher where the component may be assessed by a Visiting Examiner

- Ensures the awarding body's attendance register for any externally assessed component is completed correctly to show candidates who are present and any who may be absent
- Where candidates' work must be despatched to an awarding body's examiner, ensures the completed attendance register accompanies the work
- Keeps a copy of the attendance register until after the deadline for enquiries about results for the exam series
- Packages the work as required by the awarding body and attaches the examiner address label
- Despatches the work to the awarding body's instructions by the required deadline

6. Task Marking – Internally assessed components

6.1. Marking and annotation

- Subject teacher
  - Attends awarding body training as required to ensure familiarity with the mark scheme/marking process
  - Marks candidates' work in accordance with the marking criteria provided by the awarding body
  - Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria
  - Informs candidates of their marks which could be subject to change by the awarding body moderation process
  - Ensures candidates are informed to the timescale indicated in the centre's internal appeals procedure to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body

6.2. Internal standardisation

- Quality assurance (QA) lead/Lead internal verifier
  - Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence
  - Supports staff not familiar with the mark scheme (e.g. NQTs, supply staff etc.)
  - Ensures accurate internal standardisation - for example by obtaining reference materials at an early stage in the course
  - holding a preliminary trial marking session prior to marking
  - carrying out further trial marking at appropriate points during the marking period
  - after most marking has been completed, holds a further meeting to make final adjustments
  - making final adjustments to marks prior to submission
  - retaining work and evidence of standardisation
- Subject Teacher
  - Indicates on work (or cover sheet) the date of marking
  - Marks to common standards

6.3. Consortium arrangements

- Subject head/lead
  - Ensures a consortium co-ordinator is nominated (where this may be required as the consortium lead)
  - Liaises with the exams officer to ensure form JCQ/CCA is submitted to the awarding body for each exam series affected
  - Ensures procedures for internal standardisation as a consortium are followed
- Subject teacher
  - Provides marks to the exams officer to the internal deadline
  - Provides the moderation sample to the exams officer to the internal deadline
- Exams officer
  - Arranges completion of form JCQ/CCA Centre consortium arrangements for centre - assessed work
  - Submits form JCQ/CCA to the deadline for each exam series affected
  - Submits marks to the awarding body deadline
  - Where relevant, liaises with other consortium exams officers to arrange despatch of a single moderation sample to the awarding body deadline
  - Where relevant (as the consortium lead), retains all candidates' work in the consortium until after the deadline for enquiries about results for the exam series

6.4. Submission of marks and work for moderation

- Subject teacher
  - Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks awarded to the external deadline/Provides marks to the exams officer to the internal 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 awarding body moderator by the external deadline, keeping a record of the work submitted/Provides the moderation sample to the exams officer to the internal deadline
  - 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
- Exams officer
  - 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

6.5. Storage and retention of work after submission of marks

- Subject teacher
    - Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample
    - Retains all marked candidates' work (including any sample returned after moderation) under secure conditions until after the deadline for enquiries about results
    - Takes steps to protect any work stored electronically from corruption and has a back-up procedure in place
    - Retains evidence of work where retention may be a problem (for example, photos of artefacts etc.)
- Exams officer
    - Ensures any sample returned after moderation is logged and returned to the subject teacher for secure storage and required retention

6.6. External moderation – Feedback

- Subject head/lead
    - Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series
- Exams officer
    - Accesses or signposts moderator reports to relevant staff
    - Takes remedial action, if necessary, where feedback may relate to centre administration

7. Access Arrangements

7.1. Subject teacher

- Works with the SENDCo to ensure any access arrangements for eligible candidates are applied to assessments

7.2. Special educational needs coordinator (SENDCo)

- Follows the regulations and guidance in the JCQ publication Access Arrangements and Reasonable Adjustments
- Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and

awarding body approval, where required, has been obtained prior to assessments taking place

- Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments
- Works with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met
- Ensures that staff acting as an access arrangement facilitator are fully trained in their role

8. Special Consideration

8.1. Subject teacher

- Understands that a candidate may be eligible for special consideration in assessments in certain situations where a candidate:
  - Is absent
  - Produces a reduced quantity of work
  - Work has been lost
  - Liaises with the exams officer when special consideration may need to be applied for a candidate taking assessments

8.2. Exams officer

- 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

9. Malpractice

9.1. Head of centre

- Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff
- Is familiar with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures
- Ensures 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 ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself

9.2. Subject teacher

- Is aware of the JCQ Notice to Centres - Teachers sharing assessment material and candidates' work

- Ensures candidates understand the JCQ document Information for candidates - nonexamination assessments
- Ensures candidates understand the JCQ document Information for candidates - Social Media
- Escalates and reports any alleged, suspected or actual incidents of malpractice involving candidates to the head of centre

9.3. Exams officer

- Signposts the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures to the head of centre
- Signposts the JCQ Notice to Centres - Teachers sharing assessment 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

10. Enquiries About Results

10.1. Head of centre

- Ensures the centre's internal appeals procedures clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal

10.2. Subject head/lead

- Provides relevant support to subject teachers making decisions about enquiries about results

10.3. Subject teacher

- Provides advice and guidance to candidates on their results and the post-results services available
- Provides the exams officer with the original sample or relevant sample of candidates' work that may be required for an enquiry about results to the internal deadline
- Supports the exams officer in collecting candidate consent where required

10.4. Exams officer

- Is aware of the individual post-results services available for externally assessed and internally assessed components of non-examination assessments as detailed in the JCQ publication Post Results Services (Information and guidance to centres...)
- Provides/signposts relevant centre staff and candidates to post-results services information
- Ensures any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site to deadline
- Collects candidate consent where required

11. Appendix 1 – Management of issues and potential risks associated with non-examination assessments

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Task Setting		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	• Awarding body key date for accessing/downloading set task noted prior to start of course • IT systems checked prior to key date • Alternative IT system used to gain access • Awarding body contacted to request direct email of task details	BMC
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	• Ensures that subject teachers access awarding body training information, practice materials etc. • Records confirmation that subject teachers understand the task setting arrangements as defined in the awarding body's specification • Samples assessment criteria in the centre set task	DFI
Candidates do not understand the marking criteria and what they need to do to gain credit	• A simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is produced for candidates • Records confirm all candidates understand the marking criteria • Candidates confirm/record they understand the marking criteria	CAL
Subject teacher long term absence during the task setting stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle	
Issuing of Tasks		

Task for legacy specification given to candidates undertaking new specification	• Ensures subject teachers take care to distinguish between requirements/tasks for legacy specifications and requirements/tasks for new specifications • Awarding body guidance sought where this issue remains unresolved	CALS
Awarding body set task not issued to candidates on time	• Awarding body key date for accessing set task as detailed in the specification noted prior to start of course. Course information issued to candidates contains details when set task will be issued and needs to be completed by • Set task accessed well in advance to allow time for planning, resourcing and teaching	CALS
The wrong task is given to candidates	• Ensures course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates • Awarding body guidance sought where this issue remains unresolved	CALS KWY
Subject teacher long term absence during the issuing of tasks stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle	
Task Taking		
Supervision		
Planned assessments clash with another centre or candidate activities	Assessment plan identified for the start of the course Assessment dates/periods included in centre wide calendar	CALS DFI
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	• Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course • Staggered sessions arranged where IT facilities insufficient for number of candidates • Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply)	CALS DFI ZSA

Insufficient supervision of candidates to enable work to be authenticated	• Confirm subject teachers are aware of and follow the current JCQ publication Instructions for conducting nonexamination assessments and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates • Confirm subject teachers understand their role and responsibilities as detailed in the centre's nonexamination assessment policy	CALS DFI
A candidate is suspected of malpractice prior to submitting their work for assessment	• Instructions and processes in the current JCQ publication • Instructions for conducting non-examination assessments • (section 9 Malpractice) are followed • An internal investigation and where appropriate internal disciplinary procedures are followed	CALS DFI
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 2), to determine the process to be followed to apply for special consideration for the candidate	KWY BMC
Advice and Feedback		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	• Ensures a centre-wide process is in place for subject teachers to record all information provided to candidates before work begins as part of the centre's quality assurance procedures • Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity • Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component • Candidate confirms/records advice and feedback given prior to starting on their work	CALS DFI

Candidate claims no advice and feedback given by subject teacher during the task-taking stage	• Ensures a centre-wide process is in place for subject teachers to record all advice and feedback provided to candidates during the task-taking stage as part of the centre's quality assurance procedures • Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity • Full records kept detailing all advice and feedback given to candidates during the task-taking stage as appropriate to the subject and component • Candidate confirms/records advice and feedback given during the task-taking stage	CALS BMC
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	• An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant • Records as detailed above are provided to confirm all assistance given • Where appropriate, a suspected malpractice report is submitted to the awarding body	DFI KWY
Candidate does not reference information from published source	• Candidate is advised at a general level to reference information before work is submitted for formal assessment • Candidate is again referred to the JCQ document Information for candidates: non-examination assessments • Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion	Class Teacher CALS
Candidate does not set out references as required	• Candidate is advised at a general level to review and redraft the set out of references before work is submitted for formal assessment • Candidate is again referred to the JCQ document Information for candidates: non-examination assessments • Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion	Class Teacher CALS

Candidate joins the course late after formally supervised task taking has started	A separate supervised session(s) is arranged for the candidate to catch up	CALS KWY
Candidate moves to another centre during the course	Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place	KWY
An excluded pupil wants to complete his/her non-examination assessment(s)	The awarding body specification is checked to determine if the specification is available to a candidate outside mainstream education. If so, arrangements for supervision, authentication and marking are made separately for the candidate	KWY
Resources		
A candidate augments notes and resources between formally supervised sessions	• Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions • Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions • Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions	CALS IT Helpdesk
A candidate fails to acknowledge sources on work that is submitted for assessment	• Candidate's detailed record of his/her own research, planning, resources etc. is checked to confirm all the sources used, including books, websites and audio/visual resources • Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately Where confirmation is unavailable from candidate's records, awarding body guidance is sought and/or a mark of zero is submitted to the awarding body for the candidate	Class Teacher KWY
Work and Time Limits		

A candidate is penalised by the awarding body for exceeding word or time limits	• Records confirm the awarding body specification has been checked to determine if word or time limits are mandatory • Where limits are for guidance only, candidates are discouraged from exceeding them • Candidates confirm/record any information provided to them on word or time limits is known and understood	Class Teacher
Collaboration and Group Work		
Candidates have worked in groups where the awarding body specification states this is not permitted	Records confirm the awarding body specification has been checked to determine if group work is permitted Awarding body guidance sought where this issue remains unresolved	CAL KWY
Authentication Procedure		
A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment	• Records confirm subject staff have been made aware of the JCQ document Teachers sharing assessment material and candidates' work • Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments	CALS
Candidate plagiarises other material	• Candidates confirm/record that they understand what they need to do to comply with the regulations for nonexamination assessments as outlined in the JCQ document Information for candidates: non-examination assessments • The candidate's work is not accepted for assessment A mark of zero is recorded and submitted to the awarding body	BMC

Candidate does not sign their authentication statement/declaration	• Records confirm that candidates have been issued with the current JCQ document Information for candidates: non-examination assessments • Candidates confirm/record they understand what they need to do to comply with the regulations as outlined in the JCQ document Information for candidates: nonexamination assessments • Declaration is checked for signature before accepting the work of a candidate for formal assessment	Class Teacher CAL
Subject teacher not available to sign authentication forms	Ensures a centre-wide process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures	CALS DFI
Presentation of Work		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment	Class Teacher CAL
Keeping Materials Secure		
Candidates work between formal supervised sessions is not securely stored	• Records confirm subject teachers are aware of and follow current JCQ publication Instructions for conducting nonexamination assessments • Regular monitoring ensures subject teacher use of appropriate secure storage	KWY
Adequate secure storage not available to subject teacher	• Records confirm adequate/sufficient secure storage is available to subject teacher prior to the start of the course • Alternative secure storage sourced where required	IT Helpdesk CALS
Task Marking – Externally Assessed Components		

A candidate is absent on the day of the examiner visit for an acceptable reason	• Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate • If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate	BMC
A candidate is absent on the day of the examiner visit for an unacceptable reason	The candidate is marked absent on the attendance register	Assessor KWY
Task Marking – Internally Assessed Components		
A candidate submits little or no work	• Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body • Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body	Class Teacher CAL
A candidate is unable to finish their work for unforeseen reason	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for shortfall in work	CALS KWY
The work of a candidate is lost or damaged	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for lost or damaged work	KWY

Candidate malpractice is discovered	• Instructions and processes in the current JCQ publication • Instructions for conducting non-examination assessments • (section 9 Malpractice) are followed • Investigation and reporting procedures in the current JCQ publication • Suspected Malpractice in Examinations and Assessments are followed • Appropriate internal disciplinary procedures are also followed	KWY DFI
A teacher marks the work of his/her own child	• A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course • Marked work of said child is submitted for moderation whether part of the sample requested or not	KWY
An extension to the deadline for submission of marks is required for a legitimate reason	• Awarding body is contacted to determine if an extension can be granted • Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for non-examination assessment extension	KWY
After submission of marks, it is discovered that the wrong task was given to candidates	• Awarding body is contacted for guidance • Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 2), to determine eligibility and the process to be followed to apply for special consideration for candidates	KWY

A candidate wishes to appeal/request a review of the marks awarded for their work by their teacher	• Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body • Records confirm candidates have been informed of their marks • Candidates are informed that these marks are subject to change through the awarding body's moderation process Candidates are informed of their marks to the timescale identified in the centre's internal appeals procedure and prior to the internal deadline set by the exams officer for the submission of marks • Through the candidate exam handbook, candidates are made aware of the centre's internal appeals procedures and timescale for submitting an appeal/request for a review of the centre's marking prior to the submission of marks to the awarding body	CALS KWY
Deadline for submitting work for formal assessment not met by candidate	• Records confirm deadlines given and understood by candidates at the start of the course • Candidates confirm/record deadlines known and understood • Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met • Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate	CALS
Deadline for submitting marks and samples of candidates work ignored by subject teacher	• Internal/external deadlines are published at the start of each academic year • Reminders are issued through senior leaders/subject heads as deadlines approach • Records confirm deadlines known and understood by subject teachers • Where appropriate, internal disciplinary procedures are followed	Class Teacher CALS

Subject teacher long term absence during the marking period	See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle)	