



KING WILLIAM'S COLLEGE

King William's College

(I)GCSE Non-Examination Assessment Policy

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Next Review: 11/24

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KING WILLIAM'S COLLEGE
(I)GCSE NON-EXAMINATION ASSESSMENT POLICY

1. Background

This policy is intended to provide guidance about the roles and responsibilities of all involved in the administration of Non-examination Assessments as part of the external public examinations system.

Roles and Responsibilities

2. Senior Leadership Team

Via the Deputy Head Academic, the Senior Leadership Team will be:

- 2.1 Accountable for the safe and secure conduct of all non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- 2.2 Map overall resource management requirements for the year. As part of this resolve:
 - 2.2.1 Clashes/problems over the timing or operation of non-examination assessments.
 - 2.2.2 Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- 2.3 Ensure that all staff involved have a calendar of events
- 2.4 Investigate any alleged malpractice and if such allegation is substantiated, apply an appropriate sanction. This sanction may include rejection of the non-examination assessment and consequently a zero mark submitted to exam board.
- 2.5 Create, publish and update an internal appeals policy for non-examination assessments (see Appendix A).

3. Heads of Department

- 3.2 Decide on the awarding body and specification.
- 3.3 Ensure that at least 40% of overall assessment (non-examination and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirements in accordance with the awarding body specification.
- 3.4 At the start of the academic year, begin coordinating with the Exams Department to schedule non-examination assessments.
- 3.5 Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- 3.6 Ensure that individual teachers understand their responsibilities of the awarding body's specifications and are familiar with the relevant teacher's notes, and any other subject specific instructions.
- 3.7 Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- 3.8 Ensure that teaching staff inform candidates of exam and non-examination assessment regulations and of possible sanctions for malpractice.

4. Teaching Staff

- 4.2 Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.
- 4.3 Inform all prospective candidates of exam and non-examination assessment regulations and of possible sanctions for malpractice.
- 4.4 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.
- 4.5 Supply to the Examinations Office details of all unit codes for non-examination assessments.
- 4.6 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.
- 4.7 Supervise assessments (at the specified level of control).
- 4.8 Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- 4.9 Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 4.10 Mark internally assessed components using the mark scheme provided by the awarding body.
- 4.11 Submit marks through iSAMS, the school's information management system, ready for the exams office to send to the awarding body when required, keeping a record of the marks awarded.
- 4.12 Retain candidates' work securely between assessment sessions (if more than one).
- 4.13 Post-completion, retain candidates' work securely until the closing date for enquiries about results.
- 4.14 In the event that an enquiry is submitted, retain candidates work securely until the outcomes of the enquiry and any subsequent appeal has been conveyed to the centre.
- 4.15 Ask the Head of Learning Support for any assistance required for the administration and management of access arrangements.

5. Exams Officer

- 5.2 At the start of the academic year, begin coordinating with Heads of Department to schedule non-examination assessments.
- 5.3 Enter students for individual units, whether assessed by non-examination assessment, external exam or on-screen test, before the deadline for final entries.
- 5.4 Enter students' 'cash-in' codes for the terminal exam series.
- 5.5 Add non-examination assessment dates and times to individual student timetables.
- 5.6 Check completion of marks in iSAMS by teaching staff, and submit electronically to awarding bodies before deadlines.
- 5.7 Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- 5.8 On the few occasions where non-examination assessment cannot be conducted in the classroom, arrange suitable accommodation where non-examination assessment can be carried out, at the direction of the Senior Leadership Team.
- 5.9 Ensure access arrangements have been applied for from the relevant awarding bodies.

6. Head of Learning Support

- 6.2 Ensure relevant assessments have been completed and are in date for all students who are eligible for access arrangements.
- 6.3 Work with teaching staff to ensure requirements for support are met.

7. Related Documents

Instructions for conducting non-examination assessments, JCQ (Joint Council for Qualifications)