



Trinity Multi Academy Trust

Policy: Non-Examination Policy

Date or review: July 2017

Date of next review: March 2020

Lead professional: The Exam Officer

Status: Non-Statutory

Note: This policy is part of a suite of policies which comprise of:

1. Examination Policy (which includes emergency evacuation protocols)
2. Non-Examination Policy
3. Examination Contingency Policy
4. Malpractice, Maladministration and Plagiarism Policy

This policy is a trust wide policy. It outlines staff responsibilities within each academy of Trinity Multi Academy Trust for non-examination assessments.

1. Staff responsibilities

1.1. Senior leadership team

- Accountable for the safe and secure conduct of NEAs. 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 NEAs. NEAs be spread throughout the academic years of key stage 4
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of NEAs
 - issues arising from the need for particular facilities (rooms, IT networks, time out of the academy etc)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for NEAs.

1.2. Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to NEAs
- 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 contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

1.3. Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting NEAs*
- Understand and comply with the awarding body specification for conducting NEAs, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Supply to the exams office details of all unit codes for NEAs
- 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 (at the specified level of control). 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.

1.4. Exams office staff

- Enter students for individual units, whether assessed by external exam or on-screen test, before the deadline for final entries
- Enter students' 'cash-in' codes for the terminal exam series, where appropriate
- 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 mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines
- On the few occasions where NEA cannot be conducted in the classroom, arrange suitable accommodation where NEA can be carried out, at the direction of the senior leadership team
- Liaise with SENCo to ensure access arrangements have been made and inform teaching staff of any arrangements.

1.5. Special educational needs coordinator/additional learning support

- Provide the Exams Manager with information to apply for special arrangements
- Work with teaching staff to ensure requirements for candidates through support staff are met.