

Darland High School

Non-Exam Assessment Policy

July 2026

Definition

Some qualifications, including GCSEs, incorporate internal assessments measuring subject-specific knowledge and skills that cannot be tested by timed written papers, and currently include Non-Examination Assessment (NEA), Coursework and Controlled Assessment.

Responsibilities

Headteacher

To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment Responsible to relevant GCSE awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications.

Examinations Officer

- Enter learners for individual units, whether assess by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter learners 'cash-in' codes for the terminal exam series.
- 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.
- 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 controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

Faculty Coordinator

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that the correct % of (as prescribed by the current examination requirements set out by the appropriate awarding body) overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure faculty staff are signposted to the guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Ensure faculty staff are aware of the awarding body's deadlines for the submission of marks, and the despatch/uploading of work for external moderation.

- 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 assessments tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensure assessment planning allows sufficient time for candidates to appeal marks **ahead of the awarding body's deadline for the submission of marks**, i.e.
 1. A deadline for requesting a review of marks must be set; this must be at least five school days after candidates are notified of their mark(s)
 2. Candidates requesting materials to help them decide whether or not to seek a review must be allowed a minimum of five school days to review the materials
 3. Sufficient time must be allowed for a review of marking to be completed, and for the candidate to be informed of the outcome.
- Where a review of marking is undertaken, inform the head of centre of the outcome, and keep a written record of the review. A written record must be available to the awarding body on request.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication
 - [Instructions for conducting non-examination assessments](#) .
- Understand and plan sufficient time for candidates to appeal marks **ahead of the awarding body's deadline for the submission of marks**, i.e.
 1. Set a deadline for requesting a review of marks; this must be at least five school days after candidates are notified of their marks
 2. Candidates requesting materials to help them decide whether or not to seek a review must be allowed a minimum of five school days to review the materials
 3. Allow sufficient time for a review of marking to be completed, and for the candidate to be informed of the outcome.
- Understand and comply with the awarding body specification for conducting non-examination assessments, including and subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exam office details of all unit codes for controlled assessments.

- 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 of the Joint Council for Qualifications, only permitting assistance to students as the specification allows.
- Ensure that learners 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 Examinations Officer to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessments sessions (if more than one).
- Post-completion, retain candidates' work in a locked filing cabinet until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work in a locked filing cabinet until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate Additional Learning Needs coordinator (ALNCO) for any assistance required for the administration and management of access arrangements.

Additional Learning Needs **coordinator/additional learning support**

- Ensure access arrangements have been applied for and that candidates are given extra time when appropriate and that this is supervised by appropriate staff.
- Work with teaching staff to ensure requirements for support staff are met.

Task setting

- In accordance with specific GCSE awarding body guidelines, Faculty Coordinators will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks.
- Subject teachers will ensure that students understand the assessment criteria for any given assessment task.

Task sitting

Controlled Assessment tasks will be undertaken with three levels of supervisions:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Faculty Coordinators will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment tasks. Levels of supervision are clearly outlined in each subject specification.

At Darland formal supervision means:

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher.
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body.
- Tasks will be undertaken during normal timetabled lessons in the usual teaching base.
- Use of mobile phones, watches and internet/email access will be prohibited.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Subject specific display material with direct relevance to an assessment task will be covered.
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the assessment session(s).
- A separate record of any incidents which occur during assessments will also be kept.

At Darland informal supervision means:

- Interaction with others, including group work is permitted.
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work.
- Sources used by candidate are clearly recorded.

At Darland limited supervision means:

- Some aspects of work may be undertaken completely without supervision/outside the classroom – this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Task Authentication and Marking

- Each year, before the first controlled assessment is conducted in school, all students in Year 10 will be issued with a copy of the JCQ Notice to Candidates GCSE and Principle Learning: Controlled Assessments.
- Candidates will be reminded of the key points from this document before completing each assessment task.
- Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged. Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming the candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.
- Darland will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body. If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If Candidate malpractice is suspected, this will be immediately referred to the relevant Faculty Coordinator and Examinations Officer

who will follow the guidance set out in the JCQ instructions for controlled assessment.

- Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements. Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard. Any conflict of interest between a teacher and a pupil (e.g. if the teacher is related to the pupil) must be declared to the Headteacher, who will put in place measures to ensure the integrity of the assessment process. If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

Factors affecting individual candidates

- If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised.
- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.
- Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the ALNCO
- The school will consider requests to repeat controlled assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by SLT in consultation with Faculty Coordinators. If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

Schedule for Controlled Assessment

The school will produce a schedule showing periods of controlled assessment for each subject. This will be linked to the whole school calendar and extra-curricular events in order to prevent candidates from missing important assessments. As far as possible the school will adhere to the published schedule of assessments.