



## **Bromley Adult Education College**

### **Non-examination Assessment Responsibilities**

**2020-21**

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## Purpose of Document

The purpose of this document is to outline responsibilities and procedures regarding non-examination assessments at Bromley Adult Education College

## Qualifications Officer

- Accountable for the safe and secure conduct of non-examination assessments ensuring compliance with JCQ guidelines and awarding bodies' subject specific instructions.
- Before the start of the academic year, begin co-ordinating with curriculum leaders 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 assessment or issues arising from the need for particular facilities (rooms, secure storage, IT suites and equipment etc)
- Ensure that all staff involved have a calendar of events
- Create, publish and update the internal appeals policy for non-examination assessments.

## Curriculum Leaders

- Decide on the awarding body and specification for a particular subject.
- Standardise internally, the marking of all teachers involved in assessing non-examination assessments.
- Ensure that individual teachers understand their responsibilities with regard to non-examination assessment.

- 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 and control requirements.

## 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.
- Supply the exams' office with details of all unit codes for non-examination 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.
- Inform candidates about dates non-examination assessments will be taking place and advise them to keep their work secure and not to post it on social media. This JCQ poster must be shown to candidates <https://www.jcq.org.uk/wp-content/uploads/2020/08/DD2489-JCQ-Social-Media-Information-for-Candidates.pdf>
- Inform candidates of their right to appeal against marks given for non-examination assessment.
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

- Must supervise enough of the non-examination assessment to be confident that the candidate's work is all their own.
- Ensure that students and supervising tutors sign the authentication forms on completion of the assessment.
- Any non-examination assessments held by the tutor must be kept securely.
- 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.
- Post-completion, retain candidates' work securely until the expiry of enquiry about result period has passed.
- Speak to the exams office staff and/or curriculum leaders regarding any access arrangements required.

### Exams Office Staff

- Enter students for individual units, whether or not assessed by non-examination assessment, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams' office, to be responsible for the receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- Download and distribute authentication sheets for teaching staff to use and collect and send completed authentication sheet to awarding bodies, as required.
- On 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 curriculum leaders.

- Ensure access arrangements have been applied for, if appropriate.
- Work with teaching staff to ensure students' requirements for access arrangements are met.

### Candidates

- All non-examination assessments must be the candidates work.
- Candidates must keep non-examinations assessment work secure and not allow it to be posted on social media.
- Candidates must sign the relevant Authentication Form before submitting work for marking.



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Head of Adult Learning



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Qualifications Officer

01/09/20.

Date

This document is next due for review August 2021

