Bromley Adult Education College

Non-examination Assessment Policy

2022-23

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The Policy Purpose

The purpose of this non-examination assessment policy is:
- To ensure the planning and management of non-examination assessment is conducted efficiently and effectively and in the best interests of the candidates.
- To ensure the operation of non-examination assessment is efficient with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The non-examination assessment policy will be reviewed annually.

The non-examination assessment will be reviewed by the qualifications officer.

Non-examination assessment Responsibilities

Qualifications Officer

Manages the administration of non-examination assessment:

- Advises the senior management team, Curriculum Development Managers, subject tutors and other relevant support staff about the requirements of non-examination assessment, as set out in awarding organisation subject specifications.
- Oversees the production of an annual calendar of all exams and non-examination assessments and communicates with staff concerning internal and external deadlines.
- Ensures that candidates are informed of and understand those aspects of the timetable that will affect them.
- Ensures that candidates are entered for the relevant unit and cash in codes within the awarding organisation deadlines.
- Consults with curriculum development managers and teaching staff to ensure that non-examination assessments are completed on time and in accordance with JCQ guidelines.
- Downloading assessment tasks from awarding organisation website, in advance of the scheduled assessment date
- Receives, checks and securely stores partially and fully completed non-examination assessments and other related papers.
- Administers access arrangements and makes applications for special consideration using the JCQ publication Access Arrangements 2022-23
- Submits non-examination assessment marks and despatches samples of assessment for moderation within the awarding organisation deadlines
- Ensuring that the college has sufficient secure storage for non-examination assessments

Tutors are responsible for:

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for Conducting Non-examination assessments
- Understand and comply with awarding body specification for conducting non-examination assessment, including any subject specific instructions, teachers' notes or additional information on the awarding body's website.
- Liaising with the qualifications officer and other staff members to schedule dates for non-examination assessment before the following year's course programme is published
- Liaising with exams' office staff regarding any students with access requirements
- Ensuring the security of non-examination assessment tasks and all candidates' partially and/or fully completed work.
- Informing candidates about dates when non-examination assessments will be taking place and advising them to keep their work secure and not to post it on social media. This JCQ document must be shown to candidates: https://www.jcq.org.uk/wp-content/uploads/2020/01/JCQ-Social-Media-.pdf
- Informing candidates of their right to appeal against marks awarded for non-examination assessments.
- Supervising enough of the non-examination assessment to be confident that the candidate's work is all their own and ensuring that the authentication documents are signed by the candidate and tutor.
- Marking non-examination assessments in accordance with the criteria published in the specification. When more than one tutor has been involved in marking a subject, all tutors must attend a standardisation session
- Submitting completed marksheets and candidates' work to exams office staff before the deadline

Curriculum Development Managers are responsible for:

- Arranging standardisation sessions, if necessary

Senior management team are responsible for:

Provision of additional support to help candidates achieve their course aims

Candidates are responsible for:

- Attending classes and scheduled non-examination assessment dates
- Submitting their exam entry before the college closing date
- Providing medical or psychological evidence of any special requirement for exams. This includes additional time allowance, use of word processors etc.
- Keeping non-examination work secure and not posting on social media.
- Observing regulations and signing a declaration that authenticates non-examination assessment as their own work.
- Reading any rules and regulations given in connection to their exam or assessment

Non-examination assessment Timetable

Once the dates have been confirmed and the rooms booked the non-examination assessment dates will be added to the examinations timetable.

The examinations timetable is displayed at Kentwood and Poverest Centres.

Facilities and Equipment Required for Non-examination assessment

Tutors must ensure that they read the full specifications for the course they are teaching and are fully aware of the requirements of any non-examination assessment involved. This includes whether IT suites will be needed and any other materials or equipment that may be required.

Downloading Non-examination assessment Tasks from Awarding Organisation Website

The qualifications officer will download the tasks for non-examination assessment. There may be a choice to select from. Tasks should always be downloaded in advance of the date of non-examination assessment.
Downloaded non-examination assessment tasks are stored as secure test materials and must be treated as such at all times

Supervision of Scheduled Non-examination assessment

Tutors will supervise non-examination assessments in accordance with awarding organisation regulations. Each tutor conducting non-examination assessment will be issued with a copy of the https://www.jcq.org.uk/exams-office/non-examination-assessments/ in advance of their first scheduled session. They should be read in full so that tutors are aware of the level of security and risk involved.

TUTORS MUST ENSURE THAT EACH CANDIDATE SIGNS AN AUTHENTICATION FORM AND ATTACHES IT TO THEIR WORK. THE TUTOR MUST ALSO SIGN THE FORM.

Marking of Non-examination assessment

Tutors and Curriculum Development Managers are responsible for marking non-examination assessments using the criteria published in the relevant subject specification. If more than one tutor has marked assignments for a particular specification the Curriculum Development Manager must arrange for a standardisation session to take place. Once marked, completed marksheets and all assessments must be given to exams office staff in preparation for external moderation to take place.

Absent Candidates

All college staff must emphasise the importance of attending the scheduled non-examination assessment sessions. This should be done at course interview stage, followed by a reminder when the student enrols. At the first class the tutor should ask students to write the scheduled dates in their diaries. The scheduled dates will also be printed on the exam enrolment form that the student signs. If a student is aware that they will miss one or more of the scheduled dates at any of these stages the tutor and Head of Centre will decide whether it is appropriate for the student to continue with the course. The Head of Adult Learning will decide whether any fee refund will be issued.

If a candidate is absent on a scheduled date for non-examination assessment because of illness, with a medical certificate, every effort should be made to allow the student to complete their assessment on an alternative date. If a tutor has difficulty arranging an alternative date they should seek advice from exams' office staff.

Private Candidates

Private candidates will not be accepted for any subject that includes non-examination assessment in the specification.
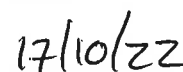
Head of Adult Learning   Qualifications Officer   Date

Elena Diaconescu   Veronica Hughes   17/10/22

This policy is due for renewal in August 2023