





# Bromley Adult Education College

## Non-examination Assessment Policy

2023-24

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Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
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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 [JCC 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 [Access Arrangements and Reasonable Adjustments](#)
- 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 responsibilities:

- 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.
- Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources including the internet and AI when planning and researching their tasks
- Refers to the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications* ([JCQ Malpractice Policy](#)) as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator
- By referencing this document, makes candidates aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment
- 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.
- Ensure candidates understand and comply with the regulations in relevant JCQ *Information for candidates' documents*: [Information for candidates - non-examination assessments and Information for candidates - Social Media](#)
- Ensure candidates understand and comply with the regulations in relevant JCQ *Information for candidates' documents*
- Ensure candidates:
  - Understand that information from all sources must be referenced
  - Receive guidance on setting out references
  - Are aware that they must not plagiarise other material
- 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
- Arranging IQA of relevant assessments/portfolios

**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 shared with relevant members of staff.

### **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.

Any downloaded materials are printed in a secure area and downloaded documents are deleted immediately after use, and then deleted from the recycling bin.

## **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 [JCQ Instructions for conducting non-examination assessments](#), [JCQ ICE](#), and the relevant awarding body ICE document, 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.

Where required, tutors must ensure that each candidate signs an authentication form and attaches it to their work, confirming that it is their work and that they will not discuss the contents of the assessment with anyone else. 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 enrolls. At the first class the tutor should ask students to write the scheduled dates in their diaries. The scheduled dates will also be provided in a Student Handbook. 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.

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 the Curriculum Development Manager.

### **Private Candidates**

Private candidates will not be accepted for any subject that includes non-examination assessment in the specification.