



# Hyde High School

## Coursework and Non-Examination Assessment Procedure

<b>Reviewed by:</b> <b>Jack Marsden (Exams Officer) and Mrs Lesley Poole (Deputy Head)</b>	
<b>Date to be reviewed:</b>	<b>September 2025</b>

## **Purpose of the policy**

The purpose of this policy, as defined by JCQ, is to

- Cover procedures for planning and managing coursework and non-examination assessments.
- Define staff roles and responsibilities with respect to coursework and non-examination assessments.
- Manage risks associated with coursework and non-examination assessments.

## **What are non-examination assessments and coursework?**

**Non-examination assessments (NEAS)** measure subject-specific knowledge and skills that cannot be tested by timed written papers.

The term **coursework** is a generic one, which includes the work required for qualifications which include the Entry Level Certificates.

## **Key roles and responsibilities for coursework and non-examination assessments**

### **Head of Centre:**

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against any internally assessed marks.
- Ensures a procedure for the **management of coursework and non-examination assessments** is in place.
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

### **Senior Leaders:**

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.

### **Head of Department:**

- Ensures teaching staff delivering Entry Level qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body.
- Ensures teaching staff delivering GCSE specifications follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body.
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body.

### **Teaching staff:**

- Ensure appropriate instructions for conducting internal assessments are followed.
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed.

### **Exams Officer:**

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment.
- Distributes the following documents to all year 10 and 11 at the start of each academic year:  
*Information for candidates – Non-examination assessments*  
*Information for candidates – Coursework*  
*Information for candidates – Social Media*
- Ensures all students receive 'Notice to candidates: Reviews of marking - centre assessed marks' at the beginning of their course for them to read and sign. Exams Officer to retain signed notices on file until the enquiries about results deadline has passed following full certification.

### **Procedures for planning and managing non-examination assessments identifying staff roles and responsibilities**

- It is the responsibility of each Subject Leader to decide on the awarding body and specification for a GCSE subject (in consultation with the Deputy Head of Achievement) and obtain the NEA or coursework task details from the exam board. Secure tasks can be downloaded from secure sites by the exams officer.
- The Subject Leaders should choose the most appropriate time for the NEA/coursework to take place.
- The NEA/coursework may take place during timetabled class time.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- Teachers must inform candidates that the copying of any NEA/coursework in order to present it as their own constitutes malpractice.
- Teachers must inform candidates that they must not make their work available to others through any medium e.g. social media.
- Sharing of exemplar assessment material from previous students for teaching and learning purposes must be closely controlled and supervised and kept anonymous.
- All paper-based assessment materials must be locked in a suitable secure cabinet at the end of each session. Electronic assessment materials must be kept secure and must not be shared on social media in line with JCQ guidelines.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected after each session and locked away as explained above.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary.

- For long absences, special consideration should be applied for. Subject Leaders must liaise with the Exams Officer so that an application can be made.
- Subject Leaders must advise the Exams Officer of entry details/unit codes for NEA/coursework to ensure entries are submitted at the appropriate time.
- Attendance records from assessment sessions should be kept by the class teacher. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Teachers must not encourage candidates to assist one another when producing work.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessment.
- If suspected malpractice occurs, the Exams Officer must be informed.
- If a student's work is lost within the school, this must be reported to the Exams Officer.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment/NEA/coursework.
- All candidates will be made aware of the review of marking procedure at the beginning of their course. They will sign a declaration to state they have received and read details of how this operates and works. These will be collected by the Exams Officer and retained on file until the enquiries about results deadline has passed following full certification.
- Teachers must notify candidates of their mark for their centre-assessed work before submitting it to the exam board, allowing them sufficient time should they request a review of their marks.
- If a candidate requests copies of materials from a teacher, they must make them available to them in a timely manner.
- Should the candidate wish for a review to take place they should follow the procedure as outlined in our 'Internal and external appeals procedures' which is on our website.
- The assessment marks must be submitted to the exam board by the appropriate date, keeping a record of the marks awarded.
- Post-completion, retain candidates' work 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 received.
- Candidates' scripts must be disposed of in a confidential manner, this must not take place before the 30<sup>th</sup> November in case the awarding body requests the return of some scripts.
- After the results are published it may be possible to request a re-moderation of the work. Please refer to the procedure as outlined in our 'Internal and external appeals procedures' which is on our website.

## **Appendix A:**

### **GCSE Computer Science 9-1**

Both students and their teachers must read a copy of the JCQ statement relating to this qualification before their commencement of their non-examination assessment.

They must then both sign the declaration on the reverse, which will then be retained on file by the Subject Leader until the enquiry of results deadline has passed.