



THE
ADEYFIELD ACADEMY

The Adeyfield Academy

Non Exam Assessment (NEA) & Coursework Policy

Reviewed Date

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Next Review

September 2026

Co-ordinator:

Mr A Hoque

**Signed by Dawn Mason
Headteacher**

**Signed by Kim Bristow
Chair of Governors**

1. Introduction

- This policy covers the delivery of reformed GCE and GCSE qualifications which contain component(s) of non-examination assessment (NEA) and coursework elements.

2. Rationale

- Cover procedures for planning and managing NEAs and coursework
- Define staff roles and responsibilities with respect to NEAs and coursework
- Manage risks associated with NEAs and coursework

3. Definition

- Non-examination assessment and coursework is a form of internal assessment for reformed GCSE and GCE qualifications where it is the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers.
- Non-examination assessment applies control over internal assessment at three points; task setting, task taking and task marking.

4. Responsibilities

4.1 Head of Centre

- To be familiar with Joint Council of Qualifications (JCQ) instructions for conducting NEA/coursework
- Responsible to relevant Awarding Bodies to ensure that all NEA/coursework elements are conducted according to the qualification specifications

To ensure that the centre's internal appeals process clearly defines the procedure to be followed by candidates and/or parents/carers appealing against centre awarded marks and requesting a review of the centre's marking
4.2 Exams Officer
- To be familiar with JCQ instructions for conducting NEA/coursework and other related JCQ documents and to ensure that all staff are aware of these instructions - To be familiar with general instructions related to NEA/coursework from each Awarding Body - To propose internal deadlines for completion of NEA/coursework - To liaise with Awarding Bodies where a visiting examiner/moderator is required - To work with Heads of Department/Subject Leaders to submit non-examination assessment marks to relevant Awarding Bodies - To work with Heads of Faculty/Subject Leaders to despatch students' assessments for moderation in line with Awarding Body deadlines - To make appropriate arrangements for the security of NEA/coursework materials
4.3 Head of Faculty/Subject Leaders
- To be familiar with and ensure that all staff administering NEA/Coursework elements are familiar with the following up to date JCQ documents: - Conducting Coursework - Conducting NEA Assessments - AI Use in Assessments - Informing Candidates of the Centre Assessed Marks - Supervised Assessments (VTQ Qualifications) if relevant - To understand and comply with specific instructions for NEA/coursework for relevant Awarding Bodies - To ensure that individual teachers understand their responsibilities regarding NEA/coursework (including endorsements) - To ensure that teaching staff use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications - To obtain confidential materials or 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 - To undertake appropriate Faculty/Subject standardisation of NEA/coursework - To work with the Exams Officer to ensure that assessment marks are submitted to the relevant Awarding Body prior to the deadline - To work with Exams Officer to despatch students' assessments for moderation
4.4 SENDCo
- To be familiar with JCQ instructions for conducting non-examination assessment with reference to candidates with access arrangements - To work with the Exams Administrator to coordinate requests for special access arrangements
4.5 Subject Teachers
- To supervise assessments at the specified level of control, undertaking tasks required under the regulations, only permitting assistance to candidates as the specification allows - Where needed, to liaise with the Network Manager to restrict candidate access to the internet or other prohibited sources of information

- To restrict candidate access to work between supervised sessions
- To ensure that students and supervising staff sign authentication forms at completion of an assessment
- To mark internally assessed components and keep a record of marks awarded including entering current working at grades at data points specified by SLT
- To take part in Subject/Faculty standardisation/moderation of non-examination assessments/coursework
- Where the member of staff works in silo, they must make contact with another member of staff in a similar role (may be at another school within the trust) to ensure that moderation and standardisation can be completed
- To retain candidates' work securely between assessment sessions (where there is more than one)
- To retain candidates' work, post completion until the closing date for enquiries about results. In the event that an enquiry is submitted, to retain candidates' work until the outcome of an enquiry and any appeal has been conveyed to the centre
- To request the assistance of the SENCo in the administration and management of access arrangements
- Must ensure that candidates understand what they need to do to comply with regulations for NEA and coursework assessments. JCQ document 'Information for Candidates' documents will be shared with candidates at the start of the year, but it is the responsibility of the subject teacher to ensure that candidates know how to reference all sources, setting out references and not to plagiarise other material

4.6 Task Setting

- Heads of Faculty/Subject Leaders will be responsible for the selection of non-examination assessment/coursework tasks from an approved list, or for setting appropriate centre specific tasks. Subject Teachers will be responsible for ensuring that students understand the assessment criteria for any assessment task.

5. Task Taking

- Unless the awarding body's specification says otherwise, the following arrangements will apply.
- In accordance with JCQ regulations, invigilators and JCQ No Unauthorised Items & Warning to Candidates posters are not required.
- Subject teachers will ensure there is sufficient supervision (in accordance with Awarding Body requirements) to ensure that work can be authenticated as the candidate's own work. They will also ensure that they keep a record of each candidate's contribution in group work, where applicable.
- Subject teachers will also ensure candidates understand the need to reference work, give guidance on how to do this and make sure they are aware that they must not plagiarise other material. Students must be made aware of JCQ guidance with regards to referencing AI material. When marking student work in which AI has been correctly acknowledged, 'the assessor must ensure that the student is not rewarded if they have used AI tools such that they have not independently met the marking criteria'. JCQ AI Use In Assessments Section 6.
- Subject teachers can provide candidates with general feedback and allow candidates to revise and re-draft work but must not provide model answers or writing frames specific to the task nor assess the work and then allow the candidate to revise it. Any assistance given must be recorded and taken into account when marking the work. Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes malpractice.

- Subject teachers must be aware of the awarding body's restrictions with regard to access to resources. In formally supervised sessions candidates can only usually take in preparatory notes, they must not access the internet nor bring in their own computers or electronic devices. They must not introduce new resources between formally supervised sessions. Materials must be collected and stored securely at the end of each session and not be accessible to candidates.
- Further guidance on what advice and feedback can be given can be found in JCQ Instructions for Conducting Non-Examination Assessments section 4.2

6. Authentication

Where required by the awarding body's specification the subject teacher:

- Ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
- Signs the teacher declaration of authentication confirming the requirements have been met
- Keeps signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector
- Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in NEA/course and informs a member of the senior leadership team and Exams Officer.
- If malpractice is identified before the declaration has been signed, staff must follow the school's internal procedure. If the declaration has been signed then the incident must be reported to the Head of Centre who will follow JCQ specified malpractice procedures.

7. Task Marking

- Subject teachers are responsible for marking work in accordance with the marking criteria. Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the centre.
- Marks may be disclosed to candidates provided that it is made clear that the moderation process may result in changes to marks; subject teachers should not attempt to convert marks to grades in advance of the publication of results.
- Heads of Faculty/Subject Leaders are responsible for ensuring that the internal standardisation of marks across assessors and teaching groups takes place. They should retain evidence of internal standardisation and keep candidates' work in secure storage until after the closing date for enquiries about results.

8. Enquiries about results

- Internally assessed component results cannot be reviewed individually. A review of moderation of the cohort is possible but only if an adjustment was made to the centre's marks by the awarding body. The decision to make an application for a review of moderation will be made by the Head of Centre after discussion with the Head of Faculty.
- Candidates have the right to challenge their centre assessed marks before they are submitted to the exam board. If the challenge occurs before awarding body moderation the school will follow the internal appeals procedure (see appendix 1). Candidates must be given at least 5 working days to review any information requested (e.g. mark schemes/assessment criteria).
- If the challenge occurs after awarding body moderation the candidate must be informed that they are out of time. Subject teachers must communicate deadlines to students clearly.

9. Factors affecting individual candidates

- If a candidate misses part of a non-examination assessment task through absence, an alternative supervised session may be organised. The centre 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. The centre will consider requests to repeat non-examination 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 the Head of Faculty. If a non-examination assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

10. Special consideration

A candidate may be eligible for special consideration in assessments, for example, when:

- They are absent
- A reduced quantity of work has been produced
- Work has been lost
- In these circumstances, the Subject Teacher/Head of Department should liaise with the Exams Officer to establish if an application for special consideration can be made. The Subject Teacher/Head of Faculty is responsible for gathering evidence and submitting this to the Exams Officer.
- The Exams Officer is responsible for making an application for special consideration to the Awarding Body at the appropriate time to meet published deadlines. The Exams Officer is responsible for retaining the evidence on file for the appropriate

Appendix 1: Candidates Appealing Centre Assessed Marks

(relevant document JCQ 'Informing Candidates of their Centre Assessed Marks 2025')

When centre assessed marks are given to candidates, they must be informed of the deadlines to appeal and the process.

- Centre assessed marks can only be appealed prior to exam board moderation.
- Exam board submission dates for centre assessed marks will not be delayed due to a request for an appeal.
- The candidate must submit their appeal and relevant members of staff must action the appeal within the time frame specified.
- The time frame for moderation and appeals must be considered when setting deadlines for coursework/NEA components to be submitted for marking.

Procedure:

1. Candidates must be informed that they have 5 working days to submit their appeal from the time they are given their centre assessed marks. They may request information relevant to help with their decision e.g. mark schemes, assessment criteria and this information must be provided by the assessor within 48 hours of the request being made in writing (e.g. via email).
2. If a candidate decides they would like to launch an appeal, they must complete the Internal Appeals Form (appendix 2) and return it to the Exams Officer. The Exams Officer will log the appeal date, notify the Head of Centre and inform the relevant subject lead that an appeal has been launched.
3. The candidate's NEA/coursework must be reviewed by an assessor who has 'appropriate competence, has had no previous involvement with the assessment of that candidate for the component in question and has no personal interest in the outcome of the review'. JCQ Informing Candidates of their Internally Assessed Marks. It will be the responsibility of the subject lead and relevant member of SLT to decide who the assessor will be.
4. The assessor will have 3 working days to review the coursework/NEA and present their findings to the Head of Centre. The reviewer must have access to the candidate's work, the initial assessor's mark sheet and any annotations or comments that justify the marking.
5. The Head of Centre or relevant member of SLT will inform the candidate of the outcome of the review in writing.

Appendix 2

Internal Appeals Form	FOR CENTRE USE ONLY	
	Date received	
	Reference No.	

Name of person making the appeal		Candidate name (if different)	
Awarding body		Component Code	
Subject		Component Title	

Please state the grounds for your appeal below

☐ I confirm that I wish to appeal against an internal assessment decision and I wish to request a review of the centre's marking

Appellant signature:

Date of signature: