



Non-Examination Assessment Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

We do things differently.....

H.E.R.E

High Standards
Empathy
Resilience
Emotional Response

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1. Purpose

This policy ensures that Non-Examination Assessments (NEA) are conducted, managed and assessed in line with:

- JCQ *Instructions for Conducting Non-Examination Assessments* (current academic year)
- Awarding body subject specifications and guidance
- Ofsted expectations for assessment integrity, curriculum coherence and equality of access
- The Equality Act 2010

The policy applies to all GCSE and other qualifications containing NEA components delivered by the centre.

2. Key Principles

The centre is committed to ensuring that NEA:

- Is conducted fairly, securely and consistently
- Accurately reflects candidates' own work
- Meets awarding body and JCQ requirements
- Provides equitable access for all candidates, including those with SEND
- Is supported by transparent internal quality assurance and appeals processes

3. Roles and Responsibilities

3.1 Head of Centre / Senior Leadership Team (SLT)

The Head of Centre and SLT will:

- Ensure this NEA policy is created, implemented, reviewed annually and made available to staff and candidates
- Ensure an up-to-date **Internal Appeals Policy for NEA** is in place and communicated to candidates prior to assessment
- Ensure staff involved in NEA understand and comply with JCQ and awarding body requirements
- Provide sufficient resources, staffing and facilities to enable NEA to be conducted securely and effectively
- Support the Exams Officer and subject staff in resolving timetable clashes or operational issues
- Ensure malpractice is dealt with in accordance with JCQ regulations

3.2 Subject Teachers / Heads of Department

Subject teachers are responsible for the delivery, supervision, assessment and internal standardisation of NEA within their subject. They must:

Planning and Organisation

- Decide on the awarding body and specification for each qualification
- Familiarise themselves with the subject specification, NEA guidance, teachers' notes and JCQ NEA instructions
- Plan NEA within the curriculum in accordance with subject-specific rules (including any terminal assessment requirements)
- Coordinate with relevant staff at the start of the academic year to produce an NEA assessment calendar
- Identify and manage resource requirements, including rooms, IT facilities and specialist equipment
- Ensure all relevant staff receive a calendar of NEA activities and deadlines

Assessment Design and Delivery

- Use awarding body-set tasks or adapt permitted tasks in line with specification requirements
- Ensure candidates are informed of NEA requirements, conditions and deadlines
- Supervise NEA in accordance with subject-specific conditions (e.g., permitted resources, supervision levels)
- Ensure feedback complies strictly with JCQ rules on permitted feedback
- Ensure candidates complete and sign declarations of authenticity

Security and Integrity

- Ensure confidential NEA materials are stored securely at all times
- Retain candidates' work securely between assessment sessions
- Prevent unauthorised access to materials and candidate work

Marking and Standardisation

- Mark NEA using awarding body mark schemes and assessment criteria
- Participate in internal standardisation to ensure consistent application of standards
- Maintain accurate records of marks awarded
- Submit marks to the Exams Officer by published deadlines

Post-Assessment

- Retain candidates' work securely until the deadline for enquiries about results
- Retain work until the outcome of any enquiry or appeal is confirmed

Compliance and Malpractice

- Report any suspected malpractice or maladministration immediately to the Exams Officer and Head of Centre
- Seek guidance from the SENCO regarding access arrangements

3.3 Examinations Officer

The Examinations Officer will:

- Ensure secure receipt, storage and distribution of confidential NEA materials
- Maintain accurate records of NEA entries and unit/component codes
- Disseminate NEA mark submission deadlines to staff
- Submit NEA marks to awarding bodies within required timescales
- Support SLT and subject staff in resolving operational issues
- Ensure compliance with JCQ regulations and awarding body requirements

In exceptional circumstances where NEA cannot be conducted in a classroom setting, the Exams Officer will arrange suitable alternative accommodation at the direction of SLT.

3.4 SENDCO / Additional Learning Support

The SENDCO will:

- Identify candidates requiring access arrangements for NEA
- Ensure applications for access arrangements and reasonable adjustments are submitted and approved in advance
- Work with subject staff to ensure appropriate support is in place
- Maintain evidence in line with JCQ requirements

4. Internal Quality Assurance

The centre will:

- Conduct internal standardisation for all subjects with NEA
- Follow awarding body requirements for internal moderation
- Cooperate fully with external moderation processes
- Address feedback from moderators promptly and appropriately

5. Internal Appeals Procedure

The centre maintains a separate **Internal Appeals Policy for NEA** which:

- Allows candidates to appeal against the centre's assessment of their NEA
- Is compliant with JCQ guidance
- Is communicated to candidates before NEA begins

6. Equality and Accessibility

This policy supports the centre's duties under the Equality Act 2010. Reasonable adjustments and access arrangements will be made to ensure no candidate is disadvantaged, while maintaining assessment integrity.

7. Monitoring and Review

- This policy will be reviewed annually
- Updates will be made in response to changes in JCQ regulations, awarding body guidance or Ofsted expectations
- All staff involved in NEA will receive updated guidance and training as required