

NON-EXAMINATION ASSESSMENT (including Controlled Assessment and Coursework) POLICY

2025/26

Centre Name	Ormiston Rivers Academy
Centre Number	16305
Policy Owner	Examinations Officer / Senior Leadership Team
Approved/Reviewed By	Senior Leadership Team
Review Cycle	Annual
Date of Next Review	September 2026
Related JCQ Publications	Instructions for Conducting NEA; Instructions for Conducting Coursework; General Regulations; Suspected Malpractice; AI Use in Assessments

Purpose of the Policy

This policy confirms Ormiston Rivers Academy's arrangements for the planning, delivery, authentication, marking, standardisation, storage and moderation of non-examination assessments (NEA), controlled assessments and coursework. It is reviewed annually to ensure compliance with current JCQ and awarding body requirements.

- Ensure NEA, controlled assessment and coursework are conducted fairly, consistently and securely.
- Define staff roles and responsibilities.
- Ensure candidates understand assessment rules, authentication requirements, malpractice risks and the appropriate use of AI.
- Manage risks associated with task setting, task taking, marking, moderation and post-results services.

Scope

This policy applies to all GCSE, GCE, vocational and other qualifications delivered at the centre that include non-examination assessment, controlled assessment, coursework, practical endorsements or spoken language endorsements.

Roles and Responsibilities

Head of Centre

- Ensures the centre has a fit-for-purpose NEA policy and that relevant staff follow current JCQ and awarding body instructions.
- Ensures conflicts of interest are managed and declared where required.
- Ensures malpractice or suspected malpractice is reported to the relevant awarding body immediately.
- Ensures the Internal Appeals Procedure is available to candidates and parents/carers.

Senior Leaders / Quality Assurance Lead

- Ensure the correct conduct of NEA and endorsements across subjects.
- Ensure assessment schedules are recorded in the centre calendar where appropriate.
- Oversee internal standardisation, quality assurance and risk management.
- Support subject leaders where concerns, appeals or potential malpractice arise.

Subject Leaders

- Ensure subject teachers understand and follow JCQ and awarding body subject-specific requirements.
- Set internal deadlines that allow time for marking, internal standardisation, candidate mark notification and appeals before awarding body deadlines.
- Ensure internal standardisation evidence is retained.
- Check moderator feedback and ensure remedial action is implemented where required.

Subject Teachers

- Deliver tasks in line with awarding body requirements, including task setting, issuing, taking, supervision and feedback rules.
- Ensure candidates understand assessment criteria, referencing expectations, authentication requirements, social media rules and AI restrictions.
- Mark and annotate work in accordance with awarding body criteria.
- Ensure work is stored securely, including electronic work, and submitted by internal deadlines.
- Report concerns about authenticity, malpractice, loss of work or access arrangements to the relevant senior leader and Exams Officer.

Exams Officer

- Signposts current JCQ publications and supports the administration of NEA where applicable.
- Coordinates entries, mark submission, dispatch or upload of samples and post-results services where required.
- Maintains relevant records and supports the Head of Centre with reporting malpractice or special consideration applications.
- Ensures returned moderation samples are logged and returned to subjects for secure storage.

SENCo / Access Arrangements Lead

- Ensures approved access arrangements and reasonable adjustments are applied to NEA where permitted and where they reflect the candidate's normal way of working.
- Ensures facilitators are trained and that arrangements do not undermine the integrity of the assessment.

IT Manager

- Ensures appropriate access restrictions, backup arrangements and security safeguards are in place for electronically stored candidate work.
- Supports recovery arrangements in the event of IT failure, corruption, loss of work or cyber incident.

Task Setting and Issuing

- Subject teachers will select awarding body tasks or design centre tasks only where permitted by the specification.
- Candidates will be made aware of assessment criteria in an appropriate form before work begins.
- Task materials will be accessed in sufficient time for planning and securely stored at all times.
- The correct task must be issued to candidates. Awarding body guidance will be sought where there is any uncertainty.

Task Taking

- Subject teachers will check subject-specific requirements for supervision, permitted resources, internet use, AI use, collaboration and group work.
- Sufficient supervision will be in place to authenticate candidate work.
- Where work is completed outside direct supervision, teachers must be confident that submitted work is the candidate's own.
- Where group work is permitted, assessable outcomes must be attributable to individual candidates.
- Candidates must reference all sources and must not plagiarise, share work online, misuse AI or assist others to produce work.

Advice and Feedback

- Teachers may provide general advice where permitted by the specification.
- Teachers must not provide model answers, writing frames specific to the task, or feedback that results in the teacher effectively producing or correcting the work.
- Any assistance beyond general advice must be recorded and taken into account when marking, or submitted to the external examiner where required.
- Once work has been formally assessed, candidates must not revise it.

AI Use, Referencing and Authentication

- Candidates will be made aware of the JCQ guidance AI Use in Assessments: Protecting the Integrity of Qualifications.
- AI may only be used where permitted by the awarding body and must be acknowledged appropriately.
- Unacknowledged or inappropriate AI use may constitute malpractice.
- Where required, candidates must sign declarations confirming that submitted work is their own unaided work.
- Teachers must sign authentication declarations where required and retain them until the relevant post-results, appeal or malpractice period has passed.
- Where authenticity is in doubt, the matter must be escalated in line with the centre's malpractice procedures.

Security, Storage and Retention of Work

- Work completed under formal supervision must be collected and stored securely between sessions.
- Final submitted work must be stored securely until all relevant post-results services and appeals have been exhausted.
- Electronic work must be access-restricted, backed up and protected from unauthorised access, corruption and cyber threats.
- Where work cannot be retained in its original form, suitable evidence such as photographs, audio or video recordings will be retained where permitted.
- Candidates will be reminded not to share completed or partially completed work online or through social media.

Marking, Internal Standardisation and Moderation

- Internally assessed work will be marked in accordance with awarding body criteria by staff with appropriate subject knowledge and training.
- Internal standardisation will take place where more than one teacher or teaching group is involved.
- Evidence of internal standardisation will be retained.
- Candidates will be informed of centre-assessed marks before submission to the awarding body and advised that marks remain provisional until moderation is complete.
- Candidates will be given access to the centre's Internal Appeals Procedure and sufficient time to request a review of marking before marks are submitted.
- Marks and moderation samples will be submitted by internal and awarding body deadlines, with checks to minimise transcription errors.

Access Arrangements, Special Consideration and Loss of Work

- Access arrangements and reasonable adjustments will be applied where approved, appropriate and consistent with normal way of working.
- Special consideration will be considered where a candidate has been affected by adverse circumstances beyond their control.
- Loss of work or damage to work will be reported and managed in accordance with JCQ and awarding body requirements.
- Evidence supporting special consideration or loss of work applications will be retained securely.

Malpractice

- The Head of Centre is responsible for ensuring alleged, suspected or actual malpractice is reported to the relevant awarding body immediately.
- Teaching staff must ensure candidates understand what constitutes malpractice, including plagiarism, AI misuse, unauthorised assistance, sharing work online and failure to acknowledge sources.

- Failure by staff to report suspected malpractice may itself constitute malpractice.
- Where an irregularity is identified before candidate authentication, it may be dealt with under internal procedures unless confidential awarding body material has been breached.

Post-Results Services

- The centre’s Internal Appeals Procedure sets out how candidates may appeal centre decisions relating to internally assessed marks or post-results services.
- Subject staff will provide relevant support when decisions about reviews of results or moderation are considered.
- The Exams Officer will coordinate eligible post-results services in line with JCQ and awarding body deadlines.

Endorsements

A Level Science Practical Skills Endorsement

- The Head of Centre will complete the required declaration through the National Centre Number Register annual update.
- Subject leaders will ensure required training, monitoring arrangements, records and CPAC assessment processes are followed.
- Assessment outcomes will be submitted in accordance with awarding body requirements.

GCSE English Language Spoken Language Endorsement

- The Head of Centre will complete the required declaration through the National Centre Number Register annual update.
- Subject leaders will ensure task setting, task taking, assessment criteria and monitoring sample requirements are followed.
- Grades and recordings will be stored and submitted in accordance with awarding body requirements.

Private Candidates

Ormiston Rivers Academy does not currently accept private candidates.

Management of Key Risks

Issue / Risk	Centre action to manage or mitigate risk	Action by
Centre staff malpractice	Staff are signposted to JCQ NEA/coursework instructions and reminded of reporting duties. Suspected malpractice is escalated immediately.	Head of Centre / SLT / Subject Leaders
Candidate malpractice	Candidates receive JCQ information, are briefed on plagiarism, AI misuse, social media and authentication rules, and sign declarations where required.	Subject Teachers / Exams Officer
Incorrect or late task setting	Awarding body specifications and key dates are checked. Tasks are accessed early and securely stored. Guidance is sought where unclear.	Subject Leaders / Subject Teachers
Insufficient supervision	Subject teachers follow supervision requirements and maintain records enabling authentication.	Subject Teachers / Subject Leaders
Access arrangements not applied	SENCo confirms approved arrangements and staff apply them where permitted; special consideration considered where missed.	SENCo / Subject Teachers / Exams Officer
Inappropriate advice or	Teachers record advice given and ensure feedback remains within	Subject Teachers /

feedback	specification rules.	Subject Leaders
Failure to reference sources or AI use	Candidates are reminded of referencing requirements; concerns are investigated before formal submission where possible.	Subject Teachers
Candidate work not stored securely	Physical work is locked away; electronic work is access-restricted, backed up and protected.	Subject Teachers / IT Manager
Loss or damage of work	JCQ loss of work procedures are followed and awarding body guidance is sought.	Subject Teacher / Exams Officer
Conflict of interest in marking	Conflicts are declared, awarding bodies informed where required, and affected work is submitted for moderation.	Head of Centre / Exams Officer
Late mark or sample submission	Internal deadlines are set in advance and monitored; reminders are issued through subject leaders and SLT.	Subject Leaders / Exams Officer
Appeal or review of centre marking	Candidates are informed of marks before submission and directed to the Internal Appeals Procedure.	Subject Teachers / Exams Officer

Monitoring and Review

This policy will be reviewed annually, following JCQ or awarding body updates, and after any significant incident relating to non-examination assessment, coursework or controlled assessment.