



# 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**

# Contents

1. Purpose .....	2
2. Key Principles .....	2
3. Roles and Responsibilities.....	3
3.1 Head of Centre / Senior Leadership Team (SLT).....	3
3.2 Subject Teachers / Heads of Department.....	3
Planning and Organisation.....	3
Assessment Design and Delivery .....	3
Security and Integrity.....	3
Marking and Standardisation .....	3
Post-Assessment .....	4
Compliance and Malpractice .....	4
3.3 Examinations Officer .....	4
3.4 SENDCO / Additional Learning Support .....	4
4. Internal Quality Assurance.....	4
5. Internal Appeals Procedure .....	4
6. Equality and Accessibility.....	5
7. Monitoring and Review.....	5

## 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