****Policy and Procedure 72 – Student Version

Non-examination assessment policy - GCE, GCSE, BTEC and Others

The college must meet a range of requirements outlined by the Joint Council for Qualifications (JCQ) in relation to non-exam based assessments (NEA), e.g. coursework, internal assessment.

With regards to the procedures related to NEAs you should be aware of the following:

* The conditions under which you can take NEAs and the timeframe allowed.
* You should be aware of and comply with JCQ documents and regulations.
* You should be made aware of the levels of advice and guidance you can receive before and during assessments.
* You should understand the circumstances in which collaboration of research or assessment is deemed acceptable.
* If necessary, you must self-refer to the Independent Learning Support team in sufficient time to ensure that suitable access arrangements are applied to your assessments. Your teacher should make you aware of the self-referral process.
* You should be made aware of the criteria used to assess your work.
* You must be informed of and use methods to avoid plagiarism and be made aware of what constitutes malpractice.
* You will not be given model answers or writing frames but can be given general advice when completing an NEA.
* Once your work has been assessed you will not be able to revise it.
* You must sign a declaration confirming the authenticity of your work.
* Your work should be assessed and marked within the window of time specified by the awarding body or centre.
* Your work must be presented in an acceptable format with the appropriate candidate details on it.
* You must not share completed or partially completed work with other students through any means.
* Your assessed work must be stored securely by the college. You will not have access to assessed work in between assessment sessions if under formal supervision.
* Your work must be marked in accordance with the criteria provided by the awarding body and to a common standard.
* You work should be annotated appropriately to enable proper moderation.
* You should be informed of your marks and be told they could be subject to change after the awarding body moderation process.
* You should be informed of your marks in a timely manner to enable an internal appeal process before marks are submitted to the awarding body.
* You may be eligible for ‘special consideration’ in assessment in certain situations where you are: absent, produce a reduced quantity of work or your work has been lost. The process should be outlined by your subject teacher.

The full details of the NEA process and the roles of the people involved (below) can be found in the full policy document:

* Head of Centre;
* Senior Leaders;
* Quality Assurance Lead;
* Lead Internal Verifier;
* Subject Head;
* Subject Teacher
* Exams Department