

# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

## NON EXAM ASSESSMENT POLICY 2018-19

- **Non Exam Assessment/Coursework is defined as work assigned to and completed by a pupil during a course of study. It is evaluated as part of the pupil's final grade in the GCSE course.**
- **Non Exam Assessment/Coursework will form an element of the assessment procedures in both the internal and external assessment of pupils.**
- **It is essential that marks produced from Non Exam Assessments/Coursework carried out within the centre are valid and fair in order to maintain the integrity and reputation of the school in the assessment of its students.**
- **Each Curriculum department is responsible for:**
  - **Developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole school policy for Assessment, Recording & Reporting, and these will be evidenced in ongoing departmental practice.**
  - **Implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Non Exam Assessment as regulated by the GCSE awarding bodies.**

### Non Exam Assessment Procedures, Roles and Responsibilities

#### Curriculum Leaders

- Curriculum Leaders are responsible for ensuring that:
  - The assessment procedures, as outlined in the department policy and in the regulations published by the relevant examination boards, are properly implemented in practice.
  - The workload of staff and pupils is a primary consideration and that this is catered for in the planning, scheduling, and assessment of Non Exam Assessment.
  - Deadlines are clear and realistic, agreed with all teaching staff in the department, shared with pupils and parents/guardians where necessary and with all other relevant parties; Pastoral Leaders, Form Teachers, Cover Manager, Exams Officer.
  - The procedures for both internal and external Non Exam Assessment are published and understood by both staff and students.
  - All teacher feedback, throughout preparation, will refer to the relevant mark schemes and criteria.
  - Records are maintained relating to completion of Non Exam Assessment tasks, dates and times, absences etc., whether the tasks be completed during lesson time, or during a designated, pre-arranged Non Exam Assessment session.
  - All staff in the department follow the procedures for subject teachers, as outlined in the guidance.

At the start of each academic year, Curriculum Leaders should, where possible, publish their proposed departmental Non Exam Assessment calendar. It is understood that it is not always possible to predict exactly when pupils will be ready and fully prepared to completed Non Exam Assessments in terms of a specific date, but it is expected that strategic planning would enable Curriculum Leaders to identify a Non Exam Assessment Period, possibly a two to three week period as an example. This **MUST** then be made known to the Exams/Cover Manager who will then ensure this is entered into the School Diary. **It is essential that this procedure is followed by all Curriculum Leaders, to avoid Non Exam Assessments clashing across different subject areas.**

## **Subject Teachers**

While the Curriculum Leader has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to his/her own KS4 classes. Each teacher is responsible for implementing the departmental procedures for setting and managing Non Exam Assessment.

### **Managing Non Exam Assessment**

- Ensure pupils are fully aware of the Non Exam Assessment task requirements by giving them relevant information about the course specification and marking criteria.
- Provide pupils (and parents/guardians where necessary) with dates relevant to the possible Non Exam Assessment periods, their deadlines and requirements, in a timely manner.
- Ensure that pupils are fully aware of the Non Exam Assessment task deadlines and the procedures for marking, standardisation and moderation which will be taking place in school.
- Ensure that pupils are aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct.

### **Scheduling Non Exam Assessment**

- Ensure pupils are adequately prepared to complete the Non Exam Assessment within the published timeframe, and at the designated times.
- All Non Exam Assessment sessions MUST be recorded in the School Diary as well as within departments.
- Every effort must be made to ensure that Non Exam Assessments are not clashing with other exams, assessments or activities taking place in other departments.

### **Departmental Marking of Non Exam Assessment**

- Mark all Non Exam Assessment within the timeframe published in the departmental assessment calendar.
- Staff should provide and retain written feedback on progress and standards to date. This may be evidenced electronically if submitted and maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by either a pupil or a parent/guardian.
- Provide the Curriculum Leader with the Non Exam Assessment marks and samples within the published timeframe.
- Curriculum Leaders will retain a copy of all pupil marks and make these available to any member of the Pastoral Leader team, or SLT if required.
- Attend standardisation and moderation meetings as required by the Curriculum Leader, and carry out all agreed adjustments to Non Exam Assessment marks.
- **Pupils should not be provided with the final mark for the Non Exam Assessment, either before or after the internal moderation and standardisation procedures.**

### **Non Exam Assessment Deadlines**

- The deadline for students to complete Non Exam Assessment tasks should be given in two parts:
  - The submission date – the date when all Non Exam Assessments should be handed in by pupils.
  - The final acceptance date – for those pupils who failed to meet the submission date and after which no Non Exam Assessment should be accepted. If no work, or no completed work, has been submitted by this date, either the incomplete work is marked and that mark submitted, or if no work has been submitted, the pupil receives a mark of zero. The final acceptance date should be in line with awarding body deadlines for the submission of coursework marks.
- In determining these dates, the Curriculum Leader will consult with departmental staff, leaving sufficient time for marking, moderation, standardisation and administration.
- If a student fails to meet the set deadlines without exceptional medical authorisation or other extenuating circumstances:

- In the first instance, the subject teacher must inform the Curriculum Leader, who will inform parent/guardians of the situation.
- If time allows before the submission of marks to the awarding bodies, arrangements will be made for the pupil to attend a Non Exam Assessment catch-up session during school hours. If this cannot be arranged, it may be necessary for the pupil to remain in school after 3:05pm in order to complete the Non Exam Assessment. Pupils/Parents/Guardians will be informed of this in advance.
- If, despite these measures, the pupil still does not complete the Non Exam Assessment, he/she may be withdrawn from the GCSE course altogether.
- **No Non Exam Assessment will be accepted by the school after the final acceptance date, in line with awarding body deadlines for the submission of coursework marks.**

### **Disciplinary Procedures for Academic Misconduct**

- Academic Misconduct is defined as any attempt by pupils to gain an unfair advantage in any assessments. An allegation of academic misconduct may be made by any member of staff against a student.
- Academic misconduct may include, though are not limited to:
  - Plagiarism – using others’ ideas and words without clearly acknowledging the source of that information.
  - Falsifying or fabricating data – consisting of the misrepresentation of the results of experimental work or the presentation of fictitious results.
  - Collusion – involving two or more pupils working together, without the prior authorisation of the subject teacher, to produce the same piece of work, then attempting to pass the work off as their own individual pieces.
  - Copying – when one pupil copies work from another pupil, with or without his/her knowledge.
  - Bribery or attempted bribery – paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.
  - Personation – one person undertaking an assessment on behalf of another. This may involve purchase of assessment material or downloading it from a website, then attempting to present this as their own work.
  - Any other wilful deception in any element of an assessment.
- A pupil who aids and abets a fellow pupil to commit academic misconduct shall be deemed to have committed academic misconduct themselves, and will be dealt with accordingly.
- When a case of suspected academic misconduct has been identified:
  - The member of staff involved will inform the Curriculum Leader, Exams Officer and Pastoral Leader. They will examine the evidence, interview the pupil, consult with other members of staff and pupils if appropriate, and establish the nature and extent of the misconduct.
  - If, as a result of the investigation, the Curriculum Leader, Exams Officer and Pastoral Leader are satisfied that no academic misconduct has taken place, no further action will be taken against the pupil.
  - Where it appears that academic misconduct *has* taken place, and if the pupil admits to this, the Curriculum Leader, Exams Officer and Pastoral Leader will interview the pupil in the presence of the subject teacher, in order to ascertain the extent of the misconduct.
  - In minor cases, a warning will be issued and parent/guardians informed. The pupil will be given the opportunity to resubmit the piece of work in question.
  - In more serious cases, where an initial warning has already been issued and ignored by the pupil, examination awarding bodies must be informed. Pupils should be aware that this can result in disqualification from current examinations, as well as any future examinations with the same awarding body.

### **Ownership of Non Exam Assessment/Coursework Pieces**

- The ownership and copyright of Non Exam Assessment/Coursework, are retained by the teacher and the school.

- On completion, the Non Exam Assessment/Coursework submitted by pupils becomes examination material, which the school will store securely until it has no further value as examination material. Ownership of any original piece of work is passed to the school on submission by the pupil.
- Any sample of work sent to the examination awarding bodies, becomes the property of the awarding body. The awarding body may decide to retain pupil work for training purposes.
- Students should always retain a copy of all work, whether this be electronically or hard copy. The school cannot guarantee that work can be returned.
- Where Non Exam Assessment/Coursework results in the production of a product (eg. In Design Technology) or piece of Artwork, it will be at the Curriculum Leader's discretion as to whether such work will be returned to pupils.
- Pupils have the opportunity to request the return of coursework in September/October following their GCSE Results day. Pupils will receive a letter inviting them to attend Presentation Evening, at which any *requested* work may be collected. **Non Exam Assessment/Coursework pieces will not be retained by the school after 1<sup>st</sup> December each year.**

### Internal Appeals Procedures

- The school is committed to ensuring that whenever teaching staff assess pupils' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the awarding bodies, an Internal Appeals procedure is available.
- An appeal may only be made against the *process* that produced the grade or mark to be submitted to the awarding bodies, and *not* against the mark or grade, i.e. where the pupil/parent/guardian believe that the procedures for managing, marking, moderating and standardising Non Exam Assessments or Coursework, have not been carried out within the school.
- Procedures set out above include:
  - Internal marking, moderation and standardisation of Coursework or Non Exam Assessments will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
  - When the Coursework/Non Exam Assessment procedures have been carried out as described above, the pupil has met the submission dates and final deadline, and received appropriate feedback, then the final mark should not be a surprise.
  - Pupils will not have access to the final mark after internal moderation and standardisation has occurred, and the mark is ready to be sent to the awarding body.
  - The marks submitted to the awarding body are subject to external moderation and standardisation procedures, and the final mark is decided by the Chief Moderator for each subject area.
  - Access to Non Exam Assessment/Coursework results will only occur after the examination results are provided by the relevant awarding bodies.

### Internal Appeals Procedure

- If a pupil/parent/guardian believes that Non Exam Assessment/Coursework has not been treated in accordance with the procedures outlined above, the Internal Appeals Procedure may be implemented.
- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in that examination series.
- Appeals should be made in writing to the Head of Centre, who, in conjunction with the Curriculum Leader and Exams Officer, will investigate the appeal.
- The Head of Centre, in conjunction with the Curriculum Leader and Exams Officer, will decide whether the process used for the internal assessment conformed to the internal regulations, the requirements of the awarding body and the examinations code of practice of the JCQ and QCDA. This will be carried out before the end of the current examination series.
- If the appeal results in a change to the mark(s) awarded to the pupil or cohort, then the relevant awarding body will be informed of this change and the reasons for it.

- The appellant and his/her parent/guardian, will be informed in writing of the outcome of the appeal, including any correspondence with the awarding body, any changes made to the assessment of the pupil's work, any any changes made to improve the process in the future.
- After a pupil's work has been assessed and moderated internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This is outside the control of the school and is not covered by the school's Internal Appeals Procedure.
- If a pupil/parent/guardian has concerns about external moderation, the awarding body should be contacted by the pupil/parent/guardian directly.