



# **NON-EXAMINED ASSESSMENTS POLICY**

**MIDDLEWICH HIGH SCHOOL**

**April 2026**



## Document Control Sheet

Document Type	Policy
Document name	Non-Examined Assessments Policy
Originator	Jay Lobina-Lal
Approved by	SLT
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Equality Act 2010 issues fully considered	Yes

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## Rationale

To set out the school's approach to planning and managing Non-Examined Assessment.  
To follow the criteria set by the Joint Council for Qualifications and relevant awarding bodies

To provide an efficient compliant NEA system with clear guidelines for all users

This document will be reviewed yearly following publication of JCQ General Regulations and associated documents.

## Main Responsibilities

Head of Centre: Overall responsibility

Deputy Headteacher: Line manager for Exams Officer/Contingency

Data Manager: Quality assures administration and management of NEA using current JCQ guidance.

Exams Officer: Supports administration and management of NEA using current JCQ guidance

Head of Dept: Provide timely entry information when requested.

Ensure all NEA/Controlled Assessments are conducted within Awarding Body and JCQ Guidelines.

SENDCo: Collation of evidence application of access arrangements for students with additional needs.

## Access to Fair Assessment

- We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate route.
- Our policy is based on the concepts of equality, diversity, clarity, consistency, and openness
- We endeavour to ensure that the processes are implemented in a way which is fair and non-discriminatory

## Access

- Students are made aware of the existence of this policy and have open access to it. It can be found online at [www.mhs.school](http://www.mhs.school)
- All staff are made aware of the contents and purpose of this policy
- This policy is regularly reviewed and may be revised in response to feedback from students, teachers, parents/carers and external organisations

Non-Examined Assessments are defined as assessments that measure subject-specific knowledge and skills that cannot be tested by timed, written papers.

There are three assessment stages with rules for each stage varying across subjects

- Task Setting
- Task Taking
- Task Marking

In the event that a candidate is not confident in the process leading to the mark awarded, they may refer to the Policy for Appeals against Internal Assessment of work for External Qualifications

### **Senior Leadership Team**

- Accountable for the safe and secure conduct of controlled assessments in accordance with current JCQ guidelines along with support from Data Manager and EO.

Data Manager.

- Responsible for the quality assurance of the tasks completed by the Examinations Officer.

### **Examinations Officer**

- Responsible for receipt, storage and transition of confidential materials regardless of format.
- Submit marks to the awarding body by the published deadlines with HoD.
- Support HoD in the despatch of work samples to moderators.
- Support Teaching staff where appropriate.

### **Curriculum Leaders**

- Understand and comply with the general guidelines detailed within JCQ publication 'Instructions for conducting non-examined assessments' and Instructions for conducting controlled assessments' for the relevant academic year
- Decide on Examination Board and specifications for each subject
- Understand and comply with the Examination Board specification for conducting NEA/CA, including subject specific instructions, teachers' notes or additional information on the awarding body website
- Where appropriate obtain Examination Board approval for set tasks
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure individual teachers fully understand their responsibilities with regard to NEA
- Ensure that individual teachers fully understand the requirement of the Examination Board's specification in relation to all three assessment stages, are familiar with the relevant teachers' notes and any other subject specific instructions
- Where appropriate, develop new assessment tasks or adapt sample Examination Board specification and control requirements
- Supply to the EO details of all unit codes for NEAs upon request
- Submit marks to the Examination Board by the published deadline with EO, keeping a record of marks awarded
- Despatch work samples to moderators within the deadlines set by the Examination Board, with support from EO

### **Teaching staff**

- Understand and comply with the general guidelines detailed within JCQ publication 'Instructions for conducting non-examined assessments' and Instructions for conducting controlled assessments' for the relevant academic year
- Understand and comply with the Examination Board specification for conducting

NEA/CA, including subject specific instructions, teachers' notes or additional information on the awarding body website.

- With support from EO, obtain confidential materials/tasks set by Examination Board in sufficient time to prepare the assessment and ensure that such materials are stored securely at all times
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows
- Request any assistance required for students with approved access arrangements
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment
- Retain candidates work securely between assessment sessions if more than one
- Mark internally assessed components using the mark scheme provided by the Examination Board Moderate work with department and ensure that marks are made available to candidates prior to submission allowing sufficient time for any internal review to take place. Advise candidates of the deadline and process for appeals
- Post completion, retain candidates work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.