



# Non-Examination Assessment Policy

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## 1. Policy Information

<b>Centre name</b>	Sutton House Academy
<b>Centre number</b>	16611
<b>Date policy first created</b>	05/01/2024
<b>Current policy approved by</b>	SLT
<b>Current policy reviewed by</b>	Jonathan Lee
<b>Date of review</b>	September 2025
<b>Date of next review</b>	September 2026

## 2. Key Staff involved

<b>Role</b>	<b>Staff Name</b>
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens
Quality Assurance / Lead Internal Verifier	Subject Leads

This policy is reviewed and updated annually to ensure that non-examination assessments (NEA) at Sutton House Academy are planned for and managed in accordance with current JCQ requirements.

References in this policy to NEA and ICC refer to the JCQ documents Instructions for Conducting Non-Examination Assessments and Instructions for Conducting Coursework.

## 3. Introduction

Non-examination assessments (NEA) assess skills and knowledge that cannot be reliably tested by written examinations. NEA may include controlled assessment, coursework or other internally assessed components and consist of task setting, task taking and task marking stages.

## 4. Purpose of the Policy

This policy confirms how Sutton House Academy manages NEA to:

- ensure fair, valid and consistent assessment
- define roles and responsibilities
- mitigate risk and malpractice
- ensure candidates' work is authenticated

## 5. Planning and Management of NEA

### 5.1 Head of Centre

- ensures compliance with JCQ regulations

- ensures an internal appeals procedure is in place

## **5.2 Senior Leaders**

- oversee NEA schedules and quality assurance processes

## **5.3 Quality Assurance / Lead Internal Verifier**

- ensures internal standardisation and verification is carried out
- maintains evidence of internal quality assurance

## **5.4 Subject Leaders**

- ensure subject teachers follow awarding body specifications
- set internal deadlines to meet awarding body deadlines

## **5.5 Subject Teachers**

- deliver and assess NEA according to specification
- ensure candidates understand assessment criteria
- authenticate candidate work

## **5.6 Exams Officer**

- supports administration of NEA entries, submissions and moderation

## **6. Task Setting**

Tasks are set or selected in accordance with awarding body specifications. Candidates are informed of assessment criteria prior to task completion.

## **7. Task Taking**

Work is completed under the level of supervision specified by the awarding body. Candidates are advised on rules relating to plagiarism, referencing and AI use. Any group work allows individual outcomes to be clearly identified.

## **8. Advice and Feedback**

Teachers may provide general guidance but must not provide model answers. All assistance beyond general guidance is recorded.

## **9. Authentication**

Candidates must confirm NEA work submitted is their own. Teachers confirm authenticity. Where concerns arise, the centre follows JCQ malpractice procedures.

## **10. Internal Marking and Standardisation**

Teachers mark work using awarding body criteria. Internal standardisation ensures consistency prior to submission of marks.

## **11. External Moderations**

Marks and samples are submitted to awarding bodies by published deadlines. Staff cooperate fully with moderators and respond to feedback.

## **12. Access Arrangements and Special Considerations**

Access arrangements approved as part of a candidate's normal way of working are applied to NEA. Special consideration is applied where appropriate in line with JCQ guidance.

## **13. Malpractice**

Any suspected malpractice is reported immediately and investigated in line with the centre's Malpractice Policy and JCQ Suspected Malpractice procedures.

## **14. Post Results Services**

Candidates may request reviews of marking in accordance with the centre's Internal Appeals Policy.

## **15. Record Keeping**

All NEA records are stored securely and retained in line with JCQ requirements.

## **16. Changes for 2025/2026**

No additional changes applicable.