

# Our Lady's Catholic High School

## Exam Policy Appendix 4

### Non-Examination Assessments (NEA) Including Risk Management & Staff Responsibilities

*'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community'.*

*(from OLCHS Mission Statement)*

**Last Review: Spring Term 2022**

**Next Review: Spring Term 2023**

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
Assessment schedule clashes with other activities.	Plan / establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning.	Plan dates in consultation with school calendar – negotiate with other parties.	Principal Teachers liaise with ELO (diary) and RCH (Curriculum)
Too many assessments close together across subjects or lines of learning.	Plan assessments so they are spaced over the duration of the course.	Space assessments to at least allow candidates sometime between assessments.	Principal Teachers liaise with ELO (diary) and RCH (Curriculum)
<b>Accommodation</b>			
Insufficient space in classrooms for candidates.	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment.	Use more than one classroom or multiple sittings where necessary.	Principal Teachers liaise with LGA (Exams) and ELO (Cover/Diary)
Insufficient facilities for all candidates.	Careful planning ahead and booking of rooms / centre facilities.		Principal Teachers liaise with LGA (Exams) and ELO (Cover/Diary)

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment.	Download tasks well ahead of scheduled assessment date in all cases.	Book IT equipment well ahead and download tasks before scheduled date of assessment.	Principal Teachers and GDI (Network).
Teaching staff unable to access task details.	Test secure access rights ahead of schedule every year and every session.	Ensure teaching staff have access rights for correct area of awarding body secure extranet sites ahead of time.	Principal Teachers and LGA (Exams).
Loss of task details in transmission.	Download tasks well ahead of scheduled assessment date.	Report loss to awarding body for replacement; download again.	Principal Teachers, LGA (Exams) and GDI (Network).
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons).	Plan alternative session(s) for candidates.		Principal Teachers (inform LGA if candidate needs to be in a different exam series)
Candidates have a scheduling clash for exams.	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes.	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes.  N.B. retakes of controlled assessment are limited.	Principal Teachers and LGA (exams)

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration).	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required.	Seek guidance from the awarding body.	Principal Teacher and LGA.
Staff are unaware of the process for running non-examination assessments	Ensure teaching staff understand what is required from them before they start to teach the course	All relevant staff must read the JCQ document <i>Instructions for Conducting Non-Examination Assessments</i>	LGA
<b>Supervision</b>			
Teaching staff do not understand supervision of controlled assessment is their responsibility.	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments.	Principal teacher will brief staff as to expectations and responsibilities.	Principal Teacher
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> supervising.	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification.	A suitable supervisor is put in place and briefed as to expectations and responsibilities.	Principal Teacher and LGA.