Carshalton High School for Girls

Examinations: Coursework, Controlled Assessment, Non-Examination Assessment and Risk Management Policy

2026/27 JCQ Compliance Review: References to JCQ publications should be interpreted as the current versions in force for the relevant academic year. This policy incorporates current expectations relating to non-examination assessment (NEA), conflicts of interest, cyber security, malpractice reporting, access arrangements and candidate authentication.

Reviewed and Agreed by Carshalton Local Governing Body: Autumn 2026

Next Review: Autumn 2027

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

Contents

Responsibilities 2
Senior Leadership Team 2
Curriculum Leaders (CL) 2
Teaching Staff 2
Exams Office Staff 3
SENDCo 3
Risk Management 4

This policy is required by the exam boards.

Responsibilities
Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments and nonexamination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- In preparation of the assessment calendar co-ordinate with heads of department/subject to schedule controlled assessments. Ensure there are no clashes and facilities are available.
- Ensure that all staff involved have a calendar of events .
- Update an internal appeals policy for coursework/controlled assessments/non-examination assessments and ensure it is available.
- Head of Centre provides a signed declaration as part of the National Centre Number Register Annual Update or a separate form as designated by the different awarding bodies confirming that all reasonable steps have been or will be taken to ensure that candidates at the Centre have had, or will have, the opportunity to take the Spoken Language endorsement.

Curriculum Leaders (CL/ HODs)

- Decide on the awarding body and specification for a particular GCE/GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to coursework/controlled assessment/ non-examination assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Ensure members of their department understand their responsibilities as shown below.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the exams office details of all unit codes for coursework/controlled assessments/ non-examination assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- 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.
- All staff complete annual cyber security training through the National College. Cyber security incidents affecting assessment materials must be escalated immediately through the centre incident process.

Teaching Staff

- Teaching staff must understand and comply with the current JCQ publications Instructions for Conducting Non-Examination Assessments and any awarding body-specific instructions applicable to the qualification.
- Understand and comply with the awarding body specification for conducting coursework/controlled assessments/non-examination assessments, including any subject specific instructions, teachers' notes or additional information on the awarding body's website.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).

- Follows the required task setting and task taking instructions for the Non-Examination Assessments.
- Assesses candidates, either live or from recordings, using the common assessment criteria for the Spoken Language endorsement.
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes.
- Follows the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings.
- Ask the SENCO for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Enter students for individual units and "cash in" codes, whether assessed by coursework, controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD, USB, electronic or hard copy format.
- Download and distribute marksheets for teaching staff to use and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

SENDCo

- Ensures access arrangements have been applied for.
- Works with teaching staff to ensure requirements for support staff are met.

Risk Management

Risks and Issues	Forward planning	Action	Staff
Timetabling			
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	AHT and HOY for Y11
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	CL told to move assessments to at least allow candidates sometime between assessments.	AHT and HOY for Y11
Accommodation			
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. Book rooms using school booking system	AHT and HOY for Y11 Cover
Downloading Awarding Bodies set tasks			
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	Class Teacher IT Support
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Exams Manager
Absence			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Implement alternative sessions	Class teacher/ Curriculum Lead (CL) / Exams Manager
Subject teacher long term absence during the task setting / issuing / marking stage	Planned absences are factored into the school's staffing	See Centre's Exam Contingency Plan	SLT / Exams Manager

The Exams Manager is unavailable on the day of the exam or controlled assessment	The Exams Assistant will be called in to run lead the running of the exam. The SLT line managing exams will also be a named individual as part of succession planning.	Ensure key staff have access and knowledge to run the exams as planned.	Exams Officer, Exams Assistant and AHT
Control Levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required. AB Tutor switched on and off at the appropriate times with web access limited to certain sites.	Seek guidance from the awarding body	Class Teacher/CL
Supervision			
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision	CPD as part of Department Development Plan	SLT mentors/CL
Suitable supervision has not been arranged for an assessment where teaching staff/assessors are **not** supervising	A suitable invigilator must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.	Use Support staff in an emergency.	Exams Manager
Task Setting			
Awarding body set task: IT failure /corruption of tasks where set task details accessed from the awarding body online	Awarding body date from downloading key task noted prior to the course. IT systems checked prior to key date	Alternative IT system used to gain access	CL
Teaching staff/assessors fail to correctly set tasks **/** fails to meet the assessment criteria in the specification	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification	Seek guidance from the awarding body. CPD for staff	SLT / CL
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body CPD for staff	Exams Manager/ SLT/CL

Candidates do not understand the marking criteria and what they need to do to gain credit	A simplified version of the awarding body's marking criteria described in the specification that is not specific to the work of an individual candidate or group of candidates is produced for candidates	Candidates confirm/record they understand the marking criteria	CL
Access arrangements are not put in place for an assessment where a candidate is approved for arrangements	The school database of those candidates eligible for EAA is made available on the school intranet	A guide to the special consideration process (section 2), to determine the process to be followed to apply for special consideration for the candidate	SENCO Exams Manager
Security of materials			
Assessment tasks not kept secure before assessment or between supervised sessions	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Exams Manager CL
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Negotiate between Exams Manager and CL to determine where the work should be stored.	Class teacher
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	See CL to find alternative storage.
Access and storage of electronic controlled assessments	Each student is allocated an individual controlled assessment account. Only open for access during lessons.	CL needs to provide IT support with dates and times access is required.	CL Head of IT Support
Deadlines			
Deadlines for submitting work for formal assessment not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced and seek guidance from awarding body on further action.	CL and Exams Manager
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body.	Exams Manager and linked SLT

Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attached to work before they are handed in.	Find candidate and ensure form is signed.	Class teacher
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature at the point of marking candidates' work	Return form to staff for signature.	Exams Manager and link SLT
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Consult awarding body specification for appropriate procedure.	CL to lead department. Exams Manager
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	Exams Manager CL
Externally Assessed Components - A candidate is absent on the day of the examiner visit for an acceptable reason	Ensure candidates are made aware of the schedule for assessments well in advance	Consult awarding body for guidance and explore special consideration request	Exams Manager CL
Externally Assessed Components - A candidate is absent on the day of the examiner visit for an unacceptable reason	Ensure candidates are made aware of the schedule for assessments well in advance	The candidate will be marked absent on the attendance register	CL
Candidate malpractice is discovered	Ensure staff are aware of the instructions and processes of the current JCQ publication	A report is made to JCQ according to the Suspected malpractice: Policies and Procedures guidance	Exams Manager CL
A candidate submits little or no work	Candidates are well prepared for the task by their subject teacher. The importance of the task is relation to the candidate's overall grade / award is explained	Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body Where a candidate submits little work, the work produced is assessed against the	CL

		assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body	
A candidate is unable to finish their work for unforeseen reason	Candidates are given clear timetables of when tasks will be completed during the school year	Relevant staff are signposted to the JCQ publication A guide to the special consideration process (section 5), to determine eligibility and the process to be followed for shortfall in work	Exams Manager CL
A teacher assesses the work of a candidate with whom they have a close personal relationship e.g. members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)	A possible conflict of interest is declared by informing the awarding body before the published deadline for entries for each examination series	Marked work of said candidate is submitted for moderation whether part of the sample requested or not	Exams Manager CL
A candidate wishes to appeal/request a review of the marks awarded for their work by their teacher	Candidates are informed of their marks to the timescale identified in the centre's internal appeals procedure and prior to the internal deadline set by the exams officer for the submission of marks	Candidates are made aware of the centre's internal appeals procedures and timescale for submitting an appeal/request for a review of the centre's marking prior to the submission of marks to the awarding body	Exams Manager CL
Appeals			
Candidates appeal after the deadline	Outline is given with exam entries and full information is available on the website.	Consult school policy on Internal Appeals. Check with the awarding body.	Exams Manager CL