

Northgate School

Non-Examination Assessment Policy 2025/26

Field	Detail
Academic year	2025/26
Head of Centre	Paul O'Neill
Quality assurance lead / Lead internal verifier	Althea Chambers, where applicable
SENCo / Exams Officer	Althea Chambers
Next review	October 2026

Northgate School is a specialist SEMH provision. Examination processes are delivered with consideration for students' emotional regulation, sensory needs and vulnerabilities, while maintaining full compliance with JCQ and awarding body regulations.

Scope and purpose

- Applies to all non-examination assessment, controlled assessment and coursework delivered by Northgate School.
- Confirms procedures for planning, task setting, task taking, task marking, authentication, internal standardisation, moderation, storage, post-results services and risk management.
- Meets the JCQ requirement for a written NEA policy reviewed annually.

Roles

- Head of Centre: Paul O'Neill - overall responsibility, declaration, appeals and malpractice reporting.
- Quality assurance lead/Lead internal verifier: Althea Chambers where applicable.
- SENCo/Exams Officer: Althea Chambers - access arrangements, entries, administration, candidate information and deadlines.
- Subject teachers - delivery, supervision, marking, authentication, secure storage and candidate guidance.

Planning and candidate information

- Assessment schedules and deadlines are communicated clearly.
- Candidates receive relevant JCQ Information for Candidates documents, including NEA, coursework, social media and AI guidance.
- Candidates are taught how to acknowledge sources and understand plagiarism, AI misuse and authentication requirements.

Task taking and supervision

- Subject teachers follow awarding body specifications and JCQ instructions for supervision, resources, time limits, group work and feedback.
- Work completed outside direct supervision must be authenticated as the candidate's own.
- Any assistance beyond general advice is recorded and taken into account as required.

Authentication, marking and standardisation

- Candidates sign declarations where required.
- Teachers sign authentication declarations and retain evidence until the review of results deadline or any appeal/malpractice case is complete.
- Internal standardisation is carried out where more than one teacher or teaching group is involved.
- Candidates are informed of centre-assessed marks in time to request a review before marks are submitted to the awarding body.

Security and electronic storage

- Candidate work is stored securely between sessions and after submission.
- Electronic work is restricted to authorised users and supported by appropriate IT backup and security arrangements through TurnITON.
- Candidate work must not be shared through personal email, unsecured devices or social media.

Access arrangements, special consideration and malpractice

- Access arrangements are applied only where permitted and where they do not compromise assessment objectives.
- Special consideration or loss of work is managed using JCQ guidance and awarding body processes.
- Suspected malpractice is reported to the Head of Centre immediately and managed under JCQ Suspected Malpractice procedures.