



<b>NON - EXAMINED ASSESSMENT POLICY FOR STUDENTS</b>
Approved by: Executive Group
<b>Date approved: 26 November 2019</b>
Strategy/Policy Responsibility: <i>Vice Principal Education &amp; Quality</i>
<b>Review date: November 2021</b>

## NON-EXAMINED ASSESSMENT POLICY FOR STUDENTS

### 1. PURPOSE

- 1.1 To ensure the planning and management of non-examination assessments is conducted efficiently and in the best interests of candidates.
- 1.2 To ensure the operation of an efficient process for the administration of non-examination assessments with clear guidelines for all relevant staff.

*It is the responsibility of everyone involved in the centre's non-examination assessment processes to read, understand and implement this policy.*

*The non-examination assessments policy will be reviewed every year by the Head of Learning and Quality and the Executive team.*

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

See Appendix 1 for further details of roles and responsibilities for non-examination assessments.

### 2. Controlled Assessment Notice for all Students

- **Controlled assessments are run under examination conditions** – candidates may not talk to other candidates during the assessment.
- Arrive in time for the assessment – make sure beforehand that you know how long the assessment will last.
- The controlled assessment will **start promptly** at a prearranged time. If you are late you will simply lose time.
- **You must complete written answers using either a BLACK ink pen or word processor** although obviously graphs or drawings will be done with pencils or other appropriate equipment.
- **Mobile phones must be switched off** and out of reach.
- **Bring** the necessary equipment (including **calculators**) for the assessment.
- You **must not** use correction fluid or highlighter pens.
- **Fill in all required details** on the front of the answer paper before you start the assessment.
- You should not expect to ask your teacher for help during this assessment as help cannot be given.

### **3. Assessment Submission Notice for Students**

Candidates will sign a declaration confirming that the work they submit for final assessment is their own unaided work and teachers will sign a declaration of authentication.

Candidates' work for assessment will be stored securely within the centre.

Internally assessed components will be marked in accordance with the marking criteria detailed in the relevant specification and associated subject specific documents and internal standardisation will be carried out.

Centre assessed marks will be submitted to the Exams Boards by the date required. Candidates' work required for moderation or external assessment will be dispatched in accordance with exam board regulations and any work not required for moderation purposes will be stored securely until all possible post results services have been exhausted.

Any instances of malpractice identified in relation to controlled assessment will be dealt with in accordance with JCQ regulations as detailed in the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*.

Any candidate wishing to appeal against an internal assessment decision will be referred to the Assessments Policy on Enquiries and Appeals Against Internal Assessments for External Qualifications.

### **4. Examples of Student Malpractice**

The College does not tolerate actions (or attempted actions) of malpractice by students. Student Malpractice consists of acts which:

- a) undermine the integrity and validity of a qualification; or
- b) damage the authority of those responsible for the delivery or management of a qualification.

#### **4.1 Examples of Malpractice include:**

- Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work. Students should not be discouraged from teamwork, as this is an essential key skill for many sectors, but the use of minutes, allocating tasks, agreeing outcomes, etc. are an essential part of team work and this must be made clear to students.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment / examination / test.

- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, supervisor or invigilator in relation to the rules, regulations or security regarding assessment, examination or tests.
- Failing to abide by Awarding Body conditions in relation to the rules, regulations or security regarding assessment, examination or tests.
- Misuse of assessment/examination material.
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (where prohibited), personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Cheating to gain an unfair advantage.

4.2 To assist it detect plagiarism, the College has a licence to use an internet text matching service. Students may submit their draft assessments to this service via Moodle. Further details of this service are available on Moodle or from the college's Learning Resource Centre.

4.2 Allegations of malpractice are taken very seriously by the College. Students suspected of malpractice will be subject to the College's Disciplinary Procedures. If a student is found guilty of malpractice, penalties could include:

- loss of marks or reduction in grade;
- failure of the qualification;
- withdrawal from the programme;
- exclusion from the College.