



THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Non-examination assessment policy

**2021/22**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	November 2021
	Date of next Review	November 2022
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	November 2021



## Contents

Key staff involved in the conduct of non-examination assessments .....	1
What does this policy affect? .....	2
Purpose of the policy .....	2
What are non-examination assessments? .....	2
Procedures for planning and managing non-examination assessments identifying staff roles and responsibilities .....	2
The basic principles .....	2
Task setting .....	3
Issuing of tasks .....	3
Task taking .....	4
Supervision.....	4
Advice and feedback .....	4
Resources .....	4
Word and time limits .....	4
Collaboration and group work.....	5
Authentication procedures .....	5
Presentation of work.....	5
Keeping materials secure .....	5
Task marking – externally assessed components .....	6
Conduct of externally assessed work.....	6
Submission of work .....	6
Task marking – internally assessed components .....	7
Marking and annotation .....	7
Internal standardisation .....	7
Submission of marks and work for moderation .....	8
Storage and retention of work after submission of marks.....	9
External moderation – the process .....	9
External moderation - feedback.....	9
Access arrangements and reasonable adjustments .....	9
Special consideration and loss of work .....	10
Malpractice .....	10
Post-results services.....	11
Practical Skills Endorsement for the A Level Sciences designed for use in England .....	11
Spoken Language Endorsement for GCSE English Language specifications designed for use in England.....	12
Private candidates .....	13
Qualification/Subject specific additional information.....	14
A-level specifications where non-examined assessments are undertaken (marked with an asterisk)	14
GCSE specifications where non-examined assessments are undertaken (marked with an asterisk)	16
Management of issues and potential risks associated with non-examination assessments.....	17



## Key staff involved in the conduct of non-examination assessments

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Ms. S. Hay</b>
SLT member(s)	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mrs. J. Harris</b> <b>Mrs R. Carron</b> <b>Mr. J. Dudley-Hart</b>
SENCo	<b>Mrs. R. Carron</b>
Assistant SENCo	<b>Mrs. V. Bradley</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Exams Officer</b>



## What does this policy affect?

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

The regulators' definition of an examination is very narrow. In effect, any type of assessment that is not:

- set by an awarding body
- designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body, and
- taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment)

is classified as non-examination assessment (NEA).

'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'. (JCQ's **Instructions for conducting non-examination assessments**, Foreword)

This publication is further referred to in this policy as [NEA](#)

## Purpose of the policy

The purpose of this policy, as defined by JCQ, is to:-

- ▶ *cover procedures for planning and managing non-examination assessments;*
- ▶ *define staff roles and responsibilities for non-examination assessments;*
- ▶ *manage risks associated with non-examination assessments.*

The policy will need to cover all types of non-examination assessment.

[\[NEA 1\]](#)

## What are non-examination assessments?

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- task setting;
- task taking;
- task marking. ([NEA](#), section 1)

## Procedures for planning and managing non-examination assessments identifying staff roles and responsibilities

### The basic principles

#### Head of centre

- ▶ Returns a declaration (managed as part of the National Centre Number Register annual update) to confirm awareness of and that relevant centre staff are adhering to the latest version of [NEA](#)
- ▶ Ensures that the centre's Non-Examination Assessment Policy is fit for purpose and covers all types of non-examination assessment;



- ▶ Ensures the centre's Internal Appeals Procedures clearly details the procedure to be followed by candidates (or their parents/carers) appealing against internal assessment decisions (centre assessed marks) and requesting a review of the centre's marking.

### **Senior leaders**

- ▶ Ensure the correct conduct of non-examination assessments (including endorsements) which comply with [NEA](#) and awarding body subject-specific instructions;
- ▶ Ensure the centre-wide calendar records assessment schedules by the start of the academic year.

### **Exams team**

- ▶ Signposts the annually updated JCQ publication [NEA](#) to relevant centre staff;
- ▶ Carries out tasks where these may be applicable to the role in supporting the administration/management of non-examination assessment.

### **Subject head/lead**

- ▶ Ensures subject teachers understand their role and responsibilities within the non-examination assessment process;
- ▶ Ensures [NEA](#) and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments (including endorsements);
- ▶ Works with senior leaders and exams team to ensure appropriate procedures are followed to internally standardise/verify the marks awarded by subject teachers;

### **Subject teacher**

- ▶ Understands and complies with the general instructions as detailed in [NEA](#);
- ▶ Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website;
- ▶ Marks internally assessed work to the criteria provided by the awarding body;
- ▶ Ensures the exams team is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code for the qualification or is made as a separate unit entry code) to the internal deadline for entries.

### **Task setting**

#### **Subject teacher**

- ▶ Selects tasks to be undertaken where a number of comparable tasks are provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification;
- ▶ Makes candidates aware of the criteria used to assess their work.

### **Issuing of tasks**

#### **Subject teacher**

- ▶ Determines when set tasks are issued by the awarding body;
- ▶ Identifies date(s) when tasks should be taken by candidates;
- ▶ Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times;
- ▶ Ensures the correct task is issued to candidates.



## **Task taking**

### **Supervision**

#### **Exams Team**

- ▶ Ensures candidates are aware of the current JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social Media](#);
- ▶ Ensures candidates understand the regulations in relevant JCQ documents *Information for candidates*.

#### **Subject teacher**

- ▶ Checks the awarding body's subject-specific requirements ensuring candidates take tasks under the required conditions and supervision arrangements;
- ▶ Ensures there is sufficient supervision to enable the work of a candidate to be authenticated;
- ▶ Ensures there is sufficient supervision to ensure the work a candidate submits is their own;
- ▶ Is confident where work may be completed outside of the centre without direct supervision, that the work produced is the candidate's own;
- ▶ Where candidates may work in groups, keeps a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates;
- ▶ Ensures candidates are aware of the current JCQ documents [Information for candidates - non-examination assessments](#) and [Information for candidates - Social Media](#);
- ▶ Ensures candidates comply with the regulations in relevant JCQ documents *Information for candidates* documents.

## **Advice and feedback**

#### **Subject teacher**

- ▶ As relevant to the subject/component, advises candidates on relevant aspects before candidates begin working on a task;
- ▶ Will not provide candidates with model answers or writing frames specific to the task;
- ▶ When reviewing candidates' work, unless prohibited by the specification, provides oral and written advice at a general level to candidates;
- ▶ Allows candidates to revise and re-draft work after advice has been given at a general level;
- ▶ Records any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner;
- ▶ Ensures when work has been assessed, candidates are not allowed to revise it.

## **Resources**

#### **Subject teacher**

- ▶ Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks;
- ▶ Ensures conditions for any formally supervised sessions are known and put in place;
- ▶ Ensures appropriate arrangements are in place to keep the work to be assessed, and any preparatory work, secure between any formally supervised sessions, including work that is stored electronically;
- ▶ Ensures conditions for any formally supervised sessions are understood and followed by candidates;
- ▶ Ensures candidates understand that they are not allowed to introduce augmented notes or new resources between formally supervised sessions;
- ▶ Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

## **Word and time limits**

#### **Subject teacher**

- ▶ Refers to the awarding body's specification to determine where word and time limits apply/are mandatory.



## Collaboration and group work

### Subject teacher

- ▶ Unless stated otherwise in the awarding body's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work;
- ▶ Ensures that it is possible to attribute assessable outcomes to individual candidates;
- ▶ Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment;
- ▶ Assesses the work of each candidate individually.

## Authentication procedures

### Subject teacher

- ▶ Where required by the awarding body's specification:-
  - ▶ ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work;
  - ▶ signs the teacher declaration of authentication confirming the requirements have been met.
- ▶ Keeps signed candidate declarations on file until the deadline for requesting reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later;
- ▶ Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector;
- ▶ Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information in [NEA](#) and informs the exams team and a member of the senior leadership team;
- ▶ Understands that if, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero.

## Presentation of work

### Subject teacher

- ▶ Obtains informed consent at the beginning of the course from parents/carers if videos or photographs/images of candidates will be included as evidence of participation or contribution;
- ▶ Instructs candidates to present work as detailed in [NEA](#) unless the awarding body's specification gives different subject-specific instructions;
- ▶ Instructs candidates to add their candidate number, centre number and the component code of the assessment as a header/footer on each page of their work.

## Keeping materials secure

### Subject teacher

- ▶ When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session);
- ▶ When work is submitted by candidates for final assessment, ensures work is securely stored;
- ▶ Follows secure storage instructions as defined in [NEA 4.8](#);
- ▶ Takes sensible precautions when work is taken home for marking;
- ▶ Stores internally assessed work, including the sample returned after awarding body moderation, securely until all possible post-results services have been exhausted;
- ▶ If post-results services have not been requested, returns internally assessed work to candidates (if requested by a candidate) after the deadline for requesting a review of results for the relevant series;
- ▶ Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means



(reminds candidates of the contents of the JCQ document *Information for candidates – Social Media*);

- ▶ Where work is stored electronically, liaises with the IT Manager to ensure the protection and back-up of candidates' work and that appropriate arrangements are in place to restrict access between sessions.
- ▶ Understands that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, provided that the originals are stored securely as required.

#### **IT Manager**

- ▶ Ensures appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically;
- ▶ Restricts access to this material and utilises appropriate security safeguards such as firewall protection and virus scanning software;
- ▶ Employs an effective back-up strategy so that an up to date archive of candidates' evidence is maintained;
- ▶ Considers encrypting any sensitive digital media to ensure the security of the data stored within it and refers to awarding body guidance to ensure that the method of encryption is suitable.

### **Task marking – externally assessed components**

#### **Conduct of externally assessed work**

##### **Subject teacher**

- ▶ Liaises with the exams team regarding the arrangements for any externally assessed components of a specification which must be conducted within a window of dates specified by the awarding body and where applicable according to *JCQ Instructions for conducting examinations*;
- ▶ Liaises with the Visiting Examiner where this may be applicable to any externally assessed component.

##### **Exams team**

- ▶ Arranges timetabling, rooming and invigilation where and if this is applicable to any externally assessed non-examination component of a specification;
- ▶ Ensure that the teachers conducts the externally assessed component within the window specified by the awarding body;
- ▶ Ensures that the externally assessed component is conducted in accordance to the JCQ publication [Instructions for conducting examinations](#).

#### **Submission of work**

##### **Subject teacher**

- ▶ Pays close attention to the completion of the attendance register, if applicable.

##### **Exams team**

- ▶ Provides the attendance register to the subject where applicable;
- ▶ Ensures the awarding body's attendance register for any externally assessed component is completed correctly;
- ▶ Where candidates' work must be despatched to an awarding body's examiner or uploaded electronically, ensures this is completed by the date specified by the awarding body;
- ▶ Keeps a copy of the attendance register until after the deadline for review of results for the exam series;
- ▶ Packages the work as required by the awarding body and attaches the examiner address label;
- ▶ Ensures that the package in which the work is despatched is robust and securely fastened;



- ▶ Despatches the work to the awarding body's instructions by the required deadline.

## Task marking – internally assessed components

### Marking and annotation

#### Head of centre

- ▶ Makes every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, 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).
- ▶ Where this cannot be avoided, ensures the possible conflict of interest is declared to the relevant awarding body and the marked work is submitted for moderation whether or not it is part of the moderation sample.

#### Exams Team

- ▶ Sets timescales for teachers to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline.
- ▶ Informs candidates of their marks which could be subject to change by the awarding body moderation process;
- ▶ Ensures candidates are informed to the timescale set by the Exams Team or as indicated in the centre's *internal appeals procedure* to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body.

#### Subject head / lead

- ▶ Ensure subject teachers are aware of timescales to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline.
- ▶ Ensures marks are provided to the exams team to the internal deadline;
- ▶ Provides the moderation sample to the exams team to the internal deadline.

#### Subject teacher

- ▶ Accesses awarding body training / updates as required to ensure familiarity with the mark scheme/marketing process;
- ▶ Marks candidates' work in accordance with the marking criteria provided by the awarding body;
- ▶ Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria;
- ▶ Informs candidates of their marks which could be subject to change by the awarding body moderation process;
- ▶ Ensures candidates are informed of the timescale set by the Exams Team or as indicated in the centre's *internal appeals procedure* to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body.
- ▶ Provides marks to the exams team to the internal deadline;
- ▶ Provides work required for the moderation sample to subject head/lead to the internal deadline.

### Internal standardisation

#### Subject head / lead

- ▶ Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence;



- ▶ Supports staff not familiar with the mark scheme (e.g. NQTs, supply staff etc.);
- ▶ Ensures accurate internal standardisation - for example by:-
  - ▶ obtaining reference materials at an early stage in the course;
  - ▶ holding a preliminary trial marking session prior to marking;
  - ▶ carrying out further trial marking at appropriate points during the marking period;
  - ▶ after most marking has been completed, holds a further meeting to make final adjustments;
  - ▶ making final adjustments to marks prior to submission, retaining work and evidence of standardisation.
  
- ▶ Retains evidence that internal standardisation has been carried out.

### **Subject teacher**

- ▶ Indicates on work (or cover sheet) the date of marking;
- ▶ Marks to common standards;
- ▶ Keeps candidates work secure until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### **Submission of marks and work for moderation**

#### **Subject head/lead**

- ▶ Ensures marks provided to exam team are checked before submission to avoid transcription errors;
- ▶ Provides the moderation sample to the exams team to the internal deadline;
- ▶ Ensures that authentication of candidates' work has taken place and evidence of this is provided to exams team as required.

#### **Subject teacher**

- ▶ Provides marks to the exams team to the internal deadline;
- ▶ Check marks provided to exams team to avoid transcription errors;
- ▶ Ensures that where a candidate's work has been facilitated by a scribe or practical assistant, the relevant completed cover sheet is securely attached to the front of the work and sent to the moderator in addition to the sample requested;
- ▶ Ensures the exams team is provided with authentication of candidates' work, confirmation that the internal standardisation has been undertaken and any other subject-specific information where this may be required for onward transmission to the external moderator;
- ▶ Carries out authentication of candidates work in line with [NEA](#) and awarding body's specification;
- ▶ Provides the exams team with any supporting documentation required by the awarding body.

#### **Exams team**

- ▶ Inputs and submits marks online, via the awarding body secure extranet site, keeping a record of the marks awarded, to the external deadline/confirms with subject teachers that marks have been submitted to the awarding body deadline;
- ▶ Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors;
- ▶ Submits the requested samples of candidates' work to the awarding body moderator by the external deadline, keeping a record of the work submitted.
- ▶ Ensures that for postal moderation:-
  - ▶ work is dispatched in packaging provided by the awarding body;
  - ▶ moderator label(s) provided by the awarding body are affixed to the packaging;
  - ▶ proof of dispatch is obtained and kept on file until the successful issue of final results.



- ▶ Through the subject teacher and subject head/lead, ensures the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required;
- ▶ Through the subject teacher, submits any supporting documentation required by the awarding body.

## **Storage and retention of work after submission of marks**

### **Subject head/lead**

- ▶ Keeps a record of names and candidate numbers for candidates whose work was included in the moderation sample;
- ▶ Retains all marked candidates' work (including any sample returned after moderation) under secure conditions for the required retention period;
- ▶ In liaison with the IT Manager, takes steps to protect any work stored electronically from corruption and has a back-up procedure in place;
- ▶ If retention is a problem because of the nature of the work, retains same form of evidence such as photos, audio or media recordings.

### **Exams team**

- ▶ Ensures any sample returned after moderation is logged and returned to the subject head/lead for secure storage and required retention.

## **External moderation – the process**

### **Subject head/lead**

- ▶ Ensures that awarding body or its moderator receive the correct samples of candidates' work via the exams team;
- ▶ Where relevant, liaises with the awarding body/moderator where the moderator visits the centre to mark the sample of work;
- ▶ Complies with any request from the moderator for remaining work or further evidence of the centre's marking.

## **External moderation - feedback**

### **Subject head/lead**

- ▶ Checks the final moderated marks when issued to the centre when the results are published;
- ▶ Checks moderator reports and ensures that any remedial action, if necessary, is undertaken before the next examination series.

### **Exams team**

- ▶ Accesses or signposts moderator reports to relevant staff;
- ▶ Takes remedial action, if necessary, where feedback may relate to centre administration.

## **Access arrangements and reasonable adjustments**

### **Subject teacher**

- ▶ Works with the SENCo and exams team to ensure any access arrangements for eligible candidates are applied to assessments.

### **Special educational needs coordinator (SENCo)**

- ▶ Follows the regulations and guidance in the JCQ publication [Access Arrangements and Reasonable Adjustments](#) in relation to non-examination assessments including [Reasonable Adjustments for GCE A-level sciences – Endorsement of practical skills](#)



- ▶ Where arrangements do not undermine the integrity of the qualification and is the candidate's normal way of working, will ensure access arrangements are in place and awarding body approval, where required, has been obtained prior to assessments taking place;
- ▶ Makes subject teachers aware of any access arrangements for eligible candidates which need to be applied to assessments;
- ▶ Works with subject teachers to ensure requirements for access arrangement candidates requiring the support of a facilitator in assessments are met;
- ▶ Ensures that staff acting as an access arrangement facilitator are fully trained in their role.

## Special consideration and loss of work

### Subject teacher

- ▶ Understands that a candidate may be eligible for special consideration in assessments in certain situations where a candidate:-
  - ▶ is absent;
  - ▶ produces a reduced quantity of work;
  - ▶ work has been lost.
- ▶ Liaises with the exams team when special consideration may need to be applied for a candidate taking assessments;
- ▶ Liaises with the exams team to report loss of work to the awarding body.

### Exams team

- ▶ Refers to/directs relevant staff to the JCQ publication [A guide to the special consideration process](#)
  - ▶ Where a candidate is eligible, submits an application for special consideration via the awarding body's secure extranet site to the prescribed timescale;
  - ▶ Where application for special consideration via the awarding body's secure extranet site is not applicable, submits the required form to the awarding body to the prescribed timescale;
  - ▶ Keeps required evidence on file to support the application.
- ▶ Refers to/directs relevant staff to where applicable [Form 15 – JCQ/LCW](#) and where applicable submits to the relevant awarding body.

## Malpractice

### Head of centre

- ▶ Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff;
- ▶ Is familiar with the JCQ publication [Suspected Malpractice: Policies and Procedures](#)
- ▶ Ensures that those members of teaching staff involved in the direct supervision of candidates producing non-examination assessment are aware of the potential for malpractice and ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

### Subject teacher

- ▶ Is aware of the JCQ [Notice to Centres - Sharing NEA material and candidates' work](#) to mitigate against candidate and centre malpractice;
- ▶ Ensures candidates understand what constitutes malpractice in non-examination assessments;
- ▶ Ensures candidates understand the JCQ document [Information for candidates - non-examination assessments](#)
- ▶ Ensures candidates understand the JCQ document [Information for candidates - Social Media](#)



- ▶ Escalates and reports any alleged, suspected or actual incidents of malpractice involving candidates to the head of centre.

#### **Exams team**

- ▶ Signposts the JCQ publication [Suspected Malpractice: Policies and Procedures](#) to the head of centre;
- ▶ Signposts the JCQ [Notice to Centres - Sharing NEA material and candidates' work](#) to subject heads;
- ▶ Signposts candidates to the relevant JCQ information for candidates' documents;
- ▶ Where required, supports the head of centre in investigating and reporting incidents of alleged, suspected or actual malpractice.

### **Post-results services**

#### **Head of centre**

- ▶ Is familiar with the JCQ publication [Post-Results Services](#)
- ▶ Ensures the centre's *internal appeals procedures* clearly details the procedure to be followed by candidates (or their parents/carers) appealing against a centre decision not to support a review of results or an appeal.

#### **Subject head/lead**

- ▶ Provides relevant support to subject teachers making decisions about reviews of results;
- ▶ Provides advice and guidance to candidates on their results and the post-results services available;
- ▶ Supports the exams team in collecting candidate consent where required.

#### **Subject teacher**

- ▶ Provides advice and guidance to candidates on their results and the post-results services available;
- ▶ Provides the exams team with the original sample or relevant sample of candidates' work that may be required for a review of moderation to the internal deadline.

#### **Exams team**

- ▶ Is aware of the individual post-results services available for externally assessed and internally assessed components of non-examination assessments as detailed in the JCQ publication [Post Results Services \(Information and guidance to centres...\)](#)
- ▶ Provides/signposts relevant centre staff and candidates to post-results services information;
- ▶ Ensures any requests for post-results services that are available to non-examination assessments are submitted online via the awarding body secure extranet site to deadline.

### **Practical Skills Endorsement for the A Level Sciences designed for use in England**

#### **Head of centre**

- ▶ Returns an online 'Head of Centre declaration' at the time of the National Centre Number Register annual update confirming that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities;
- ▶ Ensures new lead teachers undertake the required training provided by the awarding body on the implementation of the practical endorsement;
- ▶ Ensures relevant centre staff liaise with all relevant parties in relation to arrangements for and conduct of the monitoring visit.



### **Subject head/lead**

- ▶ Ensures arrangements are in place for implementing the requirements of the practical endorsement appropriately and applying the standards appropriately;
- ▶ Confirms understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England* and ensures any relevant JCQ / awarding body instructions are followed;
- ▶ Ensures where the centre intends to enter candidates for the first time for one or more of the A level subjects, the relevant awarding body will be contacted at the beginning of the course;
- ▶ Undertakes any training provided by the awarding body on the implementation of the practical endorsement;
- ▶ Disseminates information to subject teachers ensuring the standards can be applied appropriately;
- ▶ Liaises with all relevant parties in relation to arrangements for and conduct of a monitoring visit.

### **Subject teacher**

- ▶ Ensures all the JCQ / awarding body requirements/instructions in relation to the endorsement are known, understood and followed;
- ▶ Ensures the required arrangements for practical activities are in place;
- ▶ Provides all the required centre records;
- ▶ Ensures candidates provide the required records;
- ▶ Provides any required information to the subject lead regarding the monitoring visit;
- ▶ Assesses candidates using Common Practical Assessment Criteria (CPAC);
- ▶ Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment;
- ▶ Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome / provides assessment outcomes to the exams team to the internal deadline.

### **Exams team**

- ▶ Accepts contact with the monitor and passes information to the subject lead for a visit to be arranged with at least two weeks' notice;
- ▶ Confirms with the subject teacher that assessment outcomes have been submitted to the awarding body to the external deadline/Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome.

## **Spoken Language Endorsement for GCSE English Language specifications designed for use in England**

### **Head of centre**

- ▶ Returns an online 'Head of Centre declaration' at the time of the National Centre Number Register annual update, confirming all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement.

### **Subject head/lead**

- ▶ Ensures the appropriate arrangements are in place for internal standardisation of assessments.
- ▶ Confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England* and ensures any relevant JCQ / awarding body instructions are followed;
- ▶ Ensures the required task setting and task taking instructions are followed by subject teachers;
- ▶ Ensures subject teachers assess candidates, either live or from recordings, using the common assessment criteria;
- ▶ Ensures for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided.



### **Subject teacher**

- ▶ Ensures all the requirements in relation to the endorsement are known and understood;
- ▶ Follows the required task setting and task taking instructions;
- ▶ Assesses candidates, either live or from recordings, using the common assessment criteria;
- ▶ 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.

### **Exams team**

- ▶ Follows the awarding body's instructions for the submission of grades and recordings.

### **Private candidates**

#### **Subject head/lead**

- ▶ According to centre policy, confirms if private candidates (including distance learners and home educated candidates) are accepted by the centre for entry for subjects containing components of non-examination assessment (where the specification may be made available to private candidates by the awarding body)
- ▶ Ensures relevant staff in the centre administer all aspects of the non-examination assessment process for a private candidate, according to the awarding body's specification.



## Qualification/Subject specific additional information

This section provides both A-level and GCSE specifications that have non-examinations assessments within their subject area.

**A-level specifications where non-examined assessments are undertaken (marked with an asterisk)**

Subject	Exam Board	Qualification Title	Qualification Code	Module Code	Module Title
Art	AQA	Art & Design: Fine Art	7202	7202/C *	Personal Investigation
				7202/X *	Externally set assignment
Biology	OCR	Biology A	H420A	H420/01	Biology A: Biological Processes
				H420/02	Biology A: Biological Diversity Wtn
				H420/03	Biology A: Unified Biology Wtn
				H420/04 *	Practical Endorsement
Chemistry	Pearson	Chemistry	9CH0	9CH0 01	ADV.Inorganic & Phys.Chem
				9CH0 02	ADV. Organic & Phys.Chem.
				9CH0 03	Gen & Prac.Principis.in Chem
				9CH0 E *	Practical Endorsement
Computer Science	OCR	Computer Science	H446B	H446/01	Computer systems
				H446/02	Algorithms and programming
				H446/04 *	Programming project
Drama	Eduqas	Drama and Theatre	A690QS	A690U10-1 *	Drama Comp 1 Theatre Workshop
				A690U20-1	Drama Comp 2 Text in Action
				A690U30-1	Drama Comp 3 Text in Performance
English Literature	AQA	English Literature A	7712B	7712/1	Love through the ages
				7712/2B	Texts in shared contexts
				7712/C *	Independent critical study: texts across time
EPQ	AQA	Extended Project Qualification	7993	7793 *	Extended Project



Subject	Exam Board	Qualification Title	Qualification Code	Module Code	Module Title
<b>Geography</b>	OCR	Geography	H481B	H481/01	Physical systems
				H481/02	Human interactions
				H481/03	Geographical debates
				H481/05 *	Investigative Geography
<b>History</b>	OCR	History A	H505	Y113/01	Britain 1930-1997
				Y213/01	The French Revolution and the rule of Napoleon 1774–1815
				Y318/01	Russia and its Rulers 1855–1964
				Y100B *	Topic based essay
<b>Media</b>	Eduqas	Media Studies	A680QS	A680U10-1	Media Products, Industries and Audiences
				A680U20-1	Media Forms and Products in Depth
				A680U30-1 *	Cross-Media Production
<b>PE</b>	OCR	Physical Education	H555	H555/01	Physiological Factors affecting performance
				H555/02	Psychological factors affecting performance
				H555/03	Socio-cultural issues in physical activity and sport
				H555/04 *	Performance in physical education
<b>Physics</b>	OCR	Physics A	H556A	H556/01	Modelling physics
				H556/02	Exploring physics
				H556/03	Unified physics
				H556/04 *	Practical Endorsement in physics
<b>Product Design</b>	Pearson	Design and Technology (Product Design)	9DT0	9DT0/01	Principles of Design and Technology
				9DT0/02 *	Independent Design and Make Project



**GCSE specifications where non-examined assessments are undertaken (marked with an asterisk)**

Subject	Exam Board	Qualification Title	Qualification Code	Module Code	Module Title
Art	Pearson	Art and Design: Fine Art	1FA0	1FA0 01 *	Personal Portfolio
				1FA0 02 *	Externally Set Assignment
Drama	Eduqas	Drama	C690QS	C690U10-1 *	Devising Theatre
				C690U20-1 *	Performing
				C690U30-1	Interpreting Theatre
Design and Technology	Pearson	Design and Technology	1DT0	1DT0/1F	Core content and Timbers
				1DT0/02 *	Investigate, Design, Make, Evaluate
English Language	AQA	English Language	8700	8700/1	Explorations in Creative Reading and Writing
				8700/2	Writers' Viewpoints and Perspectives
				8700/C *	Spoken Language
Food	OCR	Food Preparation and Nutrition	J309B	J309/01	Food preparation and nutrition
				J309/03 *	Food investigation task
				J309/05 *	Food preparation task
Media	Eduqas	Media Studies	C680QS	C680U10-1	Exploring the Media
				C680U20-1	Understanding Media Forms and Products
				C680U30-1 *	Creating Media Products
Music	Pearson	Music	1MU0	1MU0 01 *	Performing Music
				1MU0 02 *	Composing
				1MU0 03	Appraising
PE	Pearson	Physical Education	1PE0	1PE0 01	Fitness and Body Systems
				1PE0 02	Health and Performance
				1PE0 03 *	Practical Performance
				1PE0 04 *	Personal Exercise Programme



## Management of issues and potential risks associated with non-examination assessments

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
<b>Malpractice</b>		
Centre staff malpractice	Records confirm that relevant centre staff are familiar with and follow: <ul style="list-style-type: none"> <li>the current <i>JCQ publication Instructions for conducting non-examination assessments</i></li> <li>the JCQ document <i>Notice to Centres - Sharing NEA material and candidates' work</i> - <a href="http://www.jcq.org.uk/exams-office/non-examination-assessments">http://www.jcq.org.uk/exams-office/non-examination-assessments</a></li> </ul>	SLT / EO
Candidate malpractice	Records confirm that candidates are informed and understand they must not: <ul style="list-style-type: none"> <li>submit work which is not their own;</li> <li>make available their work to other candidates through any medium;</li> <li>allow other candidates to have access to their own independently sourced material;</li> <li>assist other candidates to produce work;</li> <li>use books, the internet or other sources without acknowledgement or attribution;</li> <li>submit work that has been word processed by a third party without acknowledgement;</li> <li>include appropriate, offensive or obscene material.</li> </ul> Records confirm that candidates have been made aware of the <i>JCQ documents Information for candidates - non-examination assessments and Information for candidates – Social Media</i> - <a href="https://www.jcq.org.uk/exams-office/information-for-candidates-documents">https://www.jcq.org.uk/exams-office/information-for-candidates-documents</a> and understand they must not post their work on social media	Teacher HOD EO
<b>Task setting</b>		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	Awarding body key date for accessing/downloading set task noted prior to start of course; IT systems checked prior to key date; Alternative IT system used to gain access; Awarding body contacted to request direct email of task details;	Teacher  Teacher / ICT SLT / ICT EO
Centre set task: Subject teacher fails to meet the assessment criteria as detailed in the specification	Ensures that subject teachers access awarding body training information, practice materials etc; Records confirmation that subject teachers understand the task setting arrangements as defined in the awarding body's specification; Samples assessment criteria in the centre set task.	HOD
Candidates do not understand the marking criteria and what they need to do to gain credit	Candidates are provided with the assessment criteria as outlined in the specification. 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 Records confirm all candidates understand the marking criteria Candidates confirm/record they understand the marking criteria	Teacher



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Subject teacher long term absence during the task setting stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle	HOD / SLT
<b>Issuing of tasks</b>		
Awarding body set task not issued to candidates on time	Awarding body key date for accessing set task as detailed in the specification noted prior to start of course; Course information issued to candidates contains details when set task will be issued and needs to be completed by; Set task accessed well in advance to allow time for planning, resourcing and teaching.	Teacher
The wrong task is given to candidates	Ensures course planning and information taken from the awarding body's specification confirms the correct task will be issued to candidates; Awarding body guidance sought where this issue remains unresolved.	HOD
Subject teacher long term absence during the issuing of tasks stage	See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle	HOD / SLT
A candidate (or parent/carer) expresses concern about safeguarding, confidentiality or faith in undertaking a task such as a presentation that may be recorded	Ensures the candidate's presentation does not form part of the sample which will be recorded; Contacts the awarding body at the earliest opportunity where unable to record the required number of candidates for the monitoring sample.	CP / HOD EO
<b>Task taking</b>		
<b>Supervision</b>		
Planned assessments clash with other centre or candidate activities	Assessment plan identified for the start of the course; Assessment dates/periods included in centre wide calendar.	SLT / HOD / EO
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course; Staggered sessions arranged where IT facilities insufficient for number of candidates; Whole cohort to undertake written task in large exam venue at the same time (exam conditions do not apply).	HOD / EO
Insufficient supervision of candidates to enable work to be authenticated	Confirm subject teachers are aware of and follow the current JCQ publication Instructions for conducting non-examination assessments and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates; Confirm subject teachers understand their role and responsibilities as detailed in the Centre's non-examination assessment policy.	Teacher / EO
A candidate is suspected of malpractice prior to submitting their work for assessment	Instructions and processes in the current JCQ <i>publication Instructions for conducting non-examination assessments (section 9 Malpractice)</i> are followed; An internal investigation and where appropriate internal disciplinary procedures are followed	HOD / SLT / EO
Access arrangements were not put in place for an assessment where a candidate is approved for arrangements	Relevant staff are signposted to the JCQ publication <i>A guide to the special consideration process (section 2)</i> , to determine the process to be followed to apply for special consideration for the candidate	Teacher / SENCO



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
<b>Advice and feedback</b>		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	Schemes of work for NEA components delineate the nature and scope of information, which candidates need before starting work. Adherence to this checked as part of QA procedures; Ensures a centre-wide process is in place for subject teachers to record all information provided to candidates before work begins as part of the centre's quality assurance procedures Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component Candidate confirms/records advice and feedback given prior to starting on their work	HOD / SLT / Teacher
Candidate claims no advice and feedback given by subject teacher during the task-taking stage	Schemes of work for NEA components delineate the nature and scope of information which candidates need during the task taking stage. Adherence to this checked as part of QA procedures; Ensures a centre-wide process is in place for subject teachers to record all advice and feedback provided to candidates during the task-taking stage as part of the centre's quality assurance procedures Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all advice and feedback given to candidates during the task-taking stage as appropriate to the subject and component Candidate confirms/records advice and feedback given during the task-taking stage	HOD / SLT / Teacher
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant; Records as detailed above are provided to confirm all assistance given; Where appropriate, a suspected malpractice report is submitted to the awarding body.	HOD / SLT / EO
Candidate does not reference information from published source	Candidate is advised at a general level to reference information before work is submitted for formal assessment; Candidate is again referred to the JCQ document <i>Information for candidates: non-examination assessments</i> ; Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion	Teacher
Candidate does not set out references as required	Candidate is advised at a general level to review and re-draft the set out of references before work is submitted for formal assessment; Candidate is referred to JCQ documentation and subject specific guidance from centre/awarding body on referencing; Candidate is again referred to the JCQ document <i>Information for candidates: non-examination assessments</i> ; Candidate's detailed record of his/her own research, planning, resources etc. is regularly checked to ensure continued completion	Teacher / EO
Candidate joins the course late after formally supervised task taking has started	A separate supervised session(s) is arranged for the candidate to catch up	Teacher
Candidate moves to another centre during the course	Awarding body guidance is sought to determine what can be done depending on the stage at which the move takes place	Teacher / EO



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
An excluded pupil wants to complete his/her non-examination assessment(s)	The awarding body specification is checked to determine if the specification is available to a candidate outside mainstream education; If so, arrangements for supervision, authentication and marking are made separately for the candidate	HOD / Teacher / EO
<b>Resources</b>		
A candidate augments notes and resources between formally supervised sessions	Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions; Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions; Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions.	Teacher / ICT
A candidate fails to acknowledge sources on work that is submitted for assessment	Candidate's detailed record of his/her own research, planning, resources etc. is checked to confirm all the sources used, including books, websites and audio/visual resources; Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately; Where confirmation is unavailable from candidate's records, awarding body guidance is sought and/or a mark of zero is submitted to the awarding body for the candidate.	Teacher / EO
<b>Word and time limits</b>		
A candidate is penalised by the awarding body for exceeding word or time limits	Records confirm the awarding body specification has been checked to determine if word or time limits are mandatory; Where limits are for guidance only, candidates are discouraged from exceeding them; Schemes of work for NEA components reinforce the word counts and time limits before and during the task as well as any potential penalties for exceeding these. Adherence to this checked as part of QA procedures; Candidates instructed to include word counts on any work submitted for feedback/assessment. Candidates confirm/record any information provided to them on word or time limits is known and understood	Teacher
<b>Collaboration and group work</b>		
Candidates have worked in groups where the awarding body specification states this is not permitted	Records confirm the awarding body specification has been checked to determine if group work is permitted; Awarding body guidance sought where this issue remains unresolved.	HOD / Teacher



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
<b>Authentication procedures</b>		
<p>A teacher has doubts about the authenticity of the work submitted by a candidate for internal assessment</p> <p>Candidate plagiarises other material</p>	<p>Records confirm subject staff have been made aware of the JCQ document <i>Teachers sharing assessment material and candidates' work</i>;</p> <p>Records confirm that candidates have been issued with the current JCQ document <i>Information for candidates: non-examination assessments</i>;</p> <p>Candidates confirm/record that they understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document <i>Information for candidates: non-examination assessments</i>;</p> <p>The candidate's work is not accepted for assessment;</p> <p>A mark of zero is recorded and submitted to the awarding body.</p>	EO / HOD / Teacher
Candidate does not sign their authentication statement/declaration	<p>Records confirm that candidates have been issued with the current JCQ document <i>Information for candidates: non-examination assessments</i>;</p> <p>Candidates confirm/record they understand what they need to do to comply with the regulations as outlined in the JCQ document <i>Information for candidates: non-examination assessments</i>;</p> <p>Declaration is checked for signature before accepting the work of a candidate for formal assessment.</p>	EO / Teacher
Subject teacher not available to sign authentication forms	Ensures a centre-wide process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures.	HOD / SLT
<b>Presentation of work</b>		
Candidate does not fully complete the awarding body's cover sheet that is attached to their worked submitted for formal assessment	Cover sheet is checked to ensure it is fully completed before accepting the work of a candidate for formal assessment.	Teacher
<b>Keeping materials secure</b>		
Candidates work between formal supervised sessions is not securely stored	<p>Records confirm subject teachers are aware of and follow current JCQ publication <i>Instructions for conducting non-examination assessments</i>;</p> <p>Regular monitoring / internal audit ensures subject teacher use of appropriate secure storage.</p>	HOD / EO
Adequate secure storage not available to subject teacher	<p>Records confirm adequate/sufficient secure storage is available to subject teacher prior to the start of the course;</p> <p>Alternative secure storage sourced where required.</p>	HOD / Teacher



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Candidates work produced electronically is not securely stored	Records confirm subject teachers are aware of and follow current JCQ publication <i>Instructions for conducting non-examination assessments</i> ; Internal processes and regular monitoring/internal audit by IT Manager ensures: <ul style="list-style-type: none"> <li>• access to this material is restricted;</li> <li>• appropriate security safeguards are in place;</li> <li>• an effective back-up strategy is employed so that an up to date archive of candidates' evidence is maintained;</li> <li>• any sensitive digital media is encrypted (according to awarding body guidance to ensure that the method of encryption is suitable) to ensure the security of the data stored within it.</li> </ul>	Teacher HOD IT EO
<b>Task marking – externally assessed components</b>		
A candidate is absent on the day of the examiner visit for an acceptable reason	Awarding body guidance is sought to determine if alternative assessment arrangements can be made for the candidate; If not, eligibility for special consideration is explored and a request submitted to the awarding body where appropriate.	Teacher / EO
A candidate is absent on the day of the examiner visit for an unacceptable reason	The candidate is marked absent on the attendance register.	Teacher
<b>Task marking – internally assessed components</b>		
A candidate submits little or no work	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 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.	Teacher
A candidate is unable to finish their work for unforeseen reason	Relevant staff are signposted to the JCQ publication <i>A guide to the special consideration process (section 5)</i> , to determine eligibility and the process to be followed for shortfall in work;	EO
The work of a candidate is lost or damaged	Relevant staff are signposted to the JCQ publication <i>Instructions for conducting non-examination assessments (Section 8)</i> , to determine eligibility and the process to be followed for lost or damaged work.	EO / Teacher
Candidate malpractice is discovered	Instructions and processes in the current JCQ publication <i>Instructions for conducting non-examination assessments (section 9 Malpractice)</i> are followed; Investigation and reporting procedures in the current JCQ publication <i>Suspected Malpractice: Policies and Procedures</i> are followed; Appropriate internal disciplinary procedures are also followed.	Teacher / HOD / SLT / EO



Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
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.	HOD / SLT / EO
An extension to the deadline for submission of marks is required for a legitimate reason	Awarding body is contacted to determine if an extension can be granted; Relevant staff are signposted to the JCQ publication <i>A guide to the special consideration process (section 5)</i> , to determine eligibility and the process to be followed for non-examination assessment extension.	HOD / EO
After submission of marks, it is discovered that the wrong task was given to candidates	Awarding body is contacted for guidance; Relevant staff are signposted to the JCQ publication <i>A guide to the special consideration process (section 2)</i> , to determine eligibility and the process to be followed to apply for special consideration for candidates	HOD / EO
A candidate wishes to appeal/request a review of the marks awarded for their work by their teacher	Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body; Records confirm candidates have been informed of their marks; Candidates are informed that these marks are subject to change through the awarding body's moderation process; 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; Through the school's website, 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.	Teacher / HOD / EO
Deadline for submitting work for formal assessment not met by candidate	Schemes of work for NEA components clearly outline when deadlines will be issued to students and what those deadlines will be. Adherence to this checked as part of QA procedures; Records confirm deadlines are given and understood by candidates at the start of the course; Candidates confirm / record deadlines known and understood; Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met; Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate.	Teacher / HOD / EO
Deadline for submitting marks and samples of candidates work ignored by subject teacher	Internal/external deadlines are published at the start of each academic year; Reminders are issued through senior leaders/subject heads as deadlines approach; Where appropriate, internal disciplinary procedures are followed.	EO / SLT
Subject teacher long term absence during the marking period	See centre's Exam Contingency Plan (Teaching staff extended absence at key points in the exam cycle)	SLT / HOD / EO