

## Appendix D

### NON-EXAMINATION ASSESSMENTS AND COURSEWORK – ALL EXAMINATION COURSES KS4

#### DECLARATION OF UNDERSTANDING KEY RESPONSIBILITIES

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

#### Head of Department/Line Manager:

I have read all of the relevant JCQ guidance and specific exam board guidance relating to the delivery, administering/organising and marking/assessment of any Non-Examination Assessments/Coursework in my subject area(s). I understand fully my individual responsibility both as a classroom teacher and managing and guiding other members of staff in relation to the required compliance. I understand that if I have any concerns relating to any aspect of the delivery or assessment of such work that I have a duty to report this immediately to the relevant line manager, Exams Officer and the Headteacher.

**Print Name:**

**Department:**

**Signed:**

**Date:**

#### Classroom Teacher:

I have read all of the relevant JCQ guidance and specific exam board guidance relating to the delivering and assessment of any Non-Examination Assessments/Coursework that I am responsible for in my teaching and understand my individual responsibility to ensure compliance. I understand that if I have any concerns relating to any aspect of the delivery or assessment of such work that I have a duty to report this immediately to the relevant line manager including the Headteacher.

**Print Name:**

**Department:**

**Signed:**

**Date:**

#### SLT Link:

I have discussed the importance of ensuring compliance with all required regulations from both the JCQ and the specific exam boards with my Heads of Department of the subject areas which I line manage. I am aware of the need to sign off the **HOD Non-Examination Assessment Plan**. I understand that if I have any concerns relating to any aspect of the delivery or assessment of such work that I have a duty to report this immediately to the relevant line manager including the Headteacher. I will be vigilant to any potential risk that may occur over the course of examination delivery and discuss such concerns with the Exams Officer and, if necessary, the Headteacher when required.

**Print Name:**

**Department:**

**Signed:**

**Date:**