

Head of Centre

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting non-examination assessment.
- Responsible to relevant GCSE awarding bodies to ensure that all non-examination assessments are conducted according to qualification specifications.

Exams Manager

- To be familiar with JCQ instructions for conducting non-examination assessment and other related JCQ documents.
- To be familiar with general instructions relating to non-examination assessment from each relevant GCSE awarding body.
- In collaboration with Subject Learning Leaders / Teachers in Charge of Subject, to submit non-examination assessment marks to the relevant awarding body.
- In collaboration with Subject Learning Leaders / Teachers in Charge of Subject, dispatch students' assessments for moderation.
- In collaboration with Subject Learning Leaders / Teachers in Charge of Subject, make appropriate arrangements for the security of non-examination assessment materials Where confidential materials are directly received by the Exams Manager, to be responsible for receipt, safe storage and safe transmission, whether in cd or hard copy format.
- Download and distribute marksheets for teaching staff to use.
- In exceptional circumstances where non-examination assessments cannot be conducted in the classroom, arrange suitable accommodation where non-examination assessments can be carried out at the direction of the senior leadership team
- Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding body subject- specific instructions.
- At start of the academic year, begin coordinating with heads of department/subjects to schedule non-examination assessments.
- Map overall resource management requirements for the academic year. As part of the resolve:
 - Clashes/problems over the timing or operation of non-examination assessments;
 - Issues arising from the need for particular facilities (rooms, IT Networks, time out of school etc)
 - Ensure that all staff involved have a calendar of events
 - Create, publish and update internal appeals policy for non-examination assessments

Heads of Department

- To be familiar with JCQ instructions for conducting non-examination assessment
- To understand and comply with specific instructions relating to non-examination assessment for the relevant GCSE awarding body.
- Decide on the awarding body and specification for a particular GCSE.
- Deadlines are clear, agreed with all teachers in the department, realistic, published (where possible) for students and their Parent(s)/guardian(s) and shared with all relevant parties, e.g. Heads of Year, Form Tutors, etc.;
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to non-examination assessment.
- Ensure that they use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject instructions.
- To 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.
- In collaboration with the Examinations Manager, to submit non-examination assessment marks to the relevant awarding body.
- In collaboration with the Examinations Manager dispatch students' assessments for moderation.
- In collaboration with the Examinations Manager make appropriate arrangements for the security of non-examination assessment materials
- Where appropriate, develop assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Subject Teachers

- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting non-examination assessments.
- Understand and comply 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.
- Supply to the exams Manager details of all unit codes for non-examination assessments.

Appendix A Non-examination Assessments Staff Responsibilities

- 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.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- 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.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

SENCO

- To be familiar with JCQ instructions for conducting non-examination assessment with reference to special access arrangements
- Liaise with Examinations Manager to ensure access arrangements are applied for.
- Work with teaching staff to ensure requirements for support staff are met.