



Inspire Education Trust

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Non- Exam Assessment Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ changes 2024-2025,
V3			September 2025	Kelly Jobson	Refined the entire document to make it easier to read and included JCQ changes these summarised on the final page

This policy is reviewed and updated annually to ensure that non-examination assessments at Blue Coat School are planned for and managed in accordance with current requirements and regulations.

References in this policy to NEA refers to the **JCQ publication Instructions for conducting non-examination assessments** and the **JCQ document Instructions for conducting coursework**.

Non-examination assessments (NEAs) measure subject-specific knowledge and skills that cannot be tested by timed written papers. According to JCQ, any assessment not externally set and taken simultaneously under controlled conditions is classified as NEA. This includes internal assessments, externally marked practical exams taken at different times, and coursework.

There are three stages of NEA:

- Task Setting
- Task Taking
- Task Marking

Each stage may vary by subject and awarding body.

1. Purpose of the Policy

This policy confirms that Blue Coat School adheres to JCQ regulations by:

- Outlining procedures for planning and managing NEAs
- Defining staff roles and responsibilities
- Managing risks associated with NEAs
- It applies to all types of NEA, including controlled assessments and coursework.

2. Procedures for Planning and Managing NEAs

Task Setting

Tasks may be set by the awarding body or the centre, depending on the subject.

Where centres set tasks, they must follow awarding body specifications and ensure accessibility.

In subjects like A Level Geography, candidates must define their own investigation questions.

Task Taking

Supervision must be sufficient to authenticate candidate work.

Direct supervision is not always required; however, centres must ensure work is the candidate's own.

Internet and resource use is permitted unless restricted by subject-specific rules.

JCQ posters (e.g., Unauthorised Items) are not required during NEA sessions.

Task Marking

Marking may be internal or external depending on the component.

Centres must inform candidates of their centre-assessed marks before submission.

Candidates must be allowed to request a review of marking using a structured process.

3. Roles and Responsibilities

Head of Centre: Ensures compliance with JCQ regulations and that a robust NEA policy is in place.

Exams Officer: Maintains NEA documentation and coordinates with JCQ inspectors.

Subject Teachers: Manage task setting, taking, and marking in line with awarding body specifications.

SENCo: Coordinates access arrangements and reasonable adjustments.

4. Risk Management

Centres must have procedures to manage risks such as:

- Loss of candidate work (Form 15 must be completed)
- Malpractice (refer to JCQ's Suspected Malpractice document)
- Incorrect task issuance
- Candidate absence or special consideration

5. Appeals and Reviews

Centres must have an internal appeals procedure for NEA decisions.

Candidates must be informed of their right to request a review of marking.

6. Summary of JCQ 2025-2026 NEA Regulation Updates

- Clarified definition of NEA to include externally marked practical exams taken at different times.
- Direct supervision during NEA is not always required; authentication remains essential.
- Centres may provide simplified versions of marking criteria to candidates.
- New JCQ forms introduced, including Form 15 for lost work and templates for review of marking.
- Updated guidance for reasonable adjustments in GCE A-level Sciences endorsement.
- JCQ inspectors may request confirmation of NEA policy and internal appeals procedure.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards