

Ysgol Hendrefelin



Non-Examination Assessment (NEA) Policy

MONITORING AND EVALUATION OF POLICY

Policy Type:	School
Review Cycle:	Annually
Last Review Date:	March 2026

Academic Year 2025–2026

Head of Centre: Ryan Duford (Centre Nos. 68808 and 68844)

Exams Officers:

- Ceri Kretzschmar (Centre No. 68808 Bryncoch Site)
 - Angelina Lewis (Centre No. 68844 Velindre Site)
- ALNCO:** Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

1. Purpose of the Policy

This policy ensures that non-examination assessments (NEAs) for new GCSE specifications are conducted safely, securely, and in accordance with:

- JCQ “Instructions for Conducting Non-Examination Assessments” (2025–2026)
- Awarding body specifications
- Ysgol Hendrefelin internal policies

The policy sets out the responsibilities of staff, candidates, and the exams office, and provides guidance on access arrangements, internal appeals, and secure storage of work.

2. Head of Centre Responsibilities

The Head of Centre is accountable for the safe and secure conduct of NEAs across both sites:

- Ensure assessments comply with JCQ guidance and awarding body subject-specific instructions.
 - Coordinate with subject teachers at the start of the academic year to schedule NEAs. NEAs should be spread across Key Stage 4 where possible.
 - Map overall resource requirements and resolve:
 - Timing clashes or operational issues
 - Facility requirements (rooms, IT networks, time out of school, etc.)
 - Ensure all staff involved have access to a calendar of events.
 - Create, publish, and update the internal appeals policy for NEAs.
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3. Head of School / Subject Teacher Responsibilities

- Decide the awarding body and specification for each GCSE.
- Ensure at least 40% of the overall assessment is taken in the terminal exam series for certification.

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- Standardise internal marking for all teachers involved in NEAs.
 - Ensure teachers understand their responsibilities for NEAs and are familiar with relevant awarding body guidance.
 - Where appropriate, develop new assessment tasks or adapt sample tasks to local circumstances, ensuring compliance with awarding body specifications.
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4. Teaching Staff / Subject Teacher Responsibilities

- Comply with JCQ “Instructions for Conducting Non-Examination Assessments” (2025–2026).
 - Comply with awarding body specifications, subject-specific instructions, and teacher notes.
 - Provide the exams office with all relevant unit codes for NEAs.
 - Obtain confidential materials in time and store them securely.
 - Supervise assessments according to the specified level of control; only provide assistance allowed by the specification.
 - Ensure students and supervising teachers sign authentication forms.
 - Mark internally assessed components using awarding body mark schemes; submit marks through the exams office and retain a copy for records.
 - **Do not use artificial intelligence as the sole means of marking candidates’ work.**
 - Retain candidates’ work securely between sessions (if applicable).
 - Retain candidates’ work post-completion until the deadline for enquiries about results or until any enquiry/appeal is resolved.
 - Liaise with the ALNCO for assistance with access arrangements and support requirements.
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5. Exams Office Responsibilities

- Enter candidates for all NEA units and any other relevant external qualifications before deadlines.
 - Enter ‘cash-in’ codes for terminal series.
 - Receive, store, and transmit confidential materials securely.
 - Download, distribute, and collect mark sheets; submit to awarding bodies on time.
 - Arrange suitable alternative accommodation if NEAs cannot be conducted in the classroom, under direction from senior leadership.
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6. Head of School / ALNCO Responsibilities

- Ensure access arrangements have been applied for and approved.
 - Work with teaching staff to ensure the requirements for support staff are met.
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7. Candidate Responsibilities

- Understand NEA regulations and authenticate their own work.
 - Follow instructions and exam conditions during NEAs.
 - Notify staff of any issues affecting assessment, including illness or access needs.
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8. Internal Appeals

- Students, parents, or guardians may appeal against the process of NEAs (not the mark awarded) if they believe the assessment was conducted unfairly, inconsistently, or not according to the specification.
 - Appeals should be submitted in writing to the Exams Officer.
 - Appeals will be considered by the Exams Officer, a member of the Senior Leadership Team, and a Head of Department not involved in the original assessment.
 - Outcomes will be communicated in writing, and records will be kept for inspection.
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9. Security and Contingency

- NEA materials and candidates' work are to be stored securely at all times.
 - In case of disruption (centre closure, IT failure, staff absence), refer to the **Exam Contingency Policy** for alternative arrangements, including alternative venues, staff cover, and communication with awarding bodies.
 - All electronic work should be backed up securely on Ysgol Hendrefelin's HWB Cymru platform/IT systems.
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10. Review

- This policy is reviewed annually by the Head of Centre, Exams Officers, and Senior Leadership Team.
 - Updates will reflect JCQ guidance, awarding body instructions, and any local operational changes.
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Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	19/04/2024	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	08/04/2025	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	17/03/2026	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)

