

King Edward VI School



GCSE & GCE Non-examination assessment 2019/2020

A student and parent/carer guide

What is non-examination assessment?

Non-examination assessment measures subject-specific knowledge and essential skills that cannot be tested by timed written papers. Non-examination assessment replaces controlled assessment and more traditional coursework elements.

1. What proportion of the final marks do non-examination assessments account for?

This depends upon the subject; non-examination assessment can contribute anything up to 60% of the final GCE or GCSE mark. The rest of the GCE or GCSE certification is assessed through external examinations.

2. When will non-examination assessment take place?

Non-examination assessment tasks may take place throughout the whole two-year GCE or GCSE course. In some subjects, such as Art, non-examination assessment takes place over a significant proportion of the year as it makes such a large contribution to the final mark. Other subjects, such as GCSE English, show a much smaller window in which students will complete an assessment task.

3. Levels of control

Control levels reduce plagiarism and ensure that all students have a fair and equal chance of success. There are three levels of control depending upon the subject, the task and the stage of task being completed. Individual subject specifications prescribe the level for each task.

Limited or **Low Control** – may be completed without direct supervision, at home (this generally applies to preparatory work)

Informal or **Medium Control** – limited guidance from the teacher; group work; questions/tasks outlines.

Formal or **High Control** – in direct sight of the supervisor (teacher), tightly prescribed resources and interaction with other students, no internet, email or memory stick access.

4. How long should students spend preparing for the tasks?

Limits are set on preparation time allowed in school and students will be guided by their subject teachers as to how long they should be spending on research and preparation at home.

5. Absence and non-examination assessment

Non-examination assessment tasks may take place throughout the whole two-year GCE or GCSE course. We fully appreciate that students are, at times, unwell and unable to make it into school. In these cases we will endeavour to provide opportunities for students to catch up work missed and to complete their non-examination assessment. Due to the level of supervision needed these sessions may take place after school.

To give students the best possible chance of achieving their best we would advise parents/carers that all absence must be kept to an absolute minimum. If you are aware of an occasion where your child may have to be absent from school please let us know as soon as possible so that we can ensure that alternative arrangements are put in place.

6. Teacher advice

As appropriate to the subject and component, students will be advised on aspects such as those listed below before work begins:

- Sources of information
- Relevance of materials/concepts
- Structure of the response
- Techniques of data collection
- Techniques of data presentation
- Skills of analysis and evaluation
- Health and safety considerations

7. Read and follow the rules

It is important that students read and follow the JCQ regulations relating to non-examination assessment (please refer to the enclosed document '**Information for Candidates – Non-Examination Assessments**'). Before submitting any work for marking, students will be asked to sign an authentication statement confirming that they have read and followed these regulations.

8. How is Non-Examination Assessment marked?

Non-examination assessment may be marked in two ways:

Externally Assessed Work – is marked by an examiner appointed by the awarding body.

Centre Assessed Work – is marked by the subject teacher according to a mark scheme provided by the exam board. King Edward VI School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Student's work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

All non-examination assessment units which are marked by subject teachers are subject to internal standardisation to ensure consistent marking standards.

JCQ regulations require centres to notify students of their centre assessed mark(s) before these are submitted to the awarding body. **Marks only** will be issued to candidates via Go4Schools.

9. Internal Review Process

Once marks have been issued there will be a short time window during which students can request an internal review of marking if they have reason to believe that a marking error has occurred. Nearer the time students will be issued with the leaflet '**Internally Assessed Marks**' which will guide them through the internal review process.

The marks are then sent off to the exam boards who will request a sample of the work for external moderation. At this point exam boards may change the marks awarded by teaching staff if they judge that the mark scheme has been incorrectly applied.

The grade boundaries for the piece of work are determined by the exam boards after all marks have been submitted. Exam boards have the right to change the grade boundaries from year to year.

10. Staying in touch

Non-examination assessment can be daunting and at times can cause increased levels of anxiety and stress for students. We want to reduce this as far as we possibly can by keeping you informed about what students can expect over the next two years. If you have any concerns at all regarding non-examination assessment, or indeed any other aspect of GCE or GCSE study, please do not hesitate to contact us.

For specific subject concerns please contact your child's subject teacher or the Subject Leader. If you have more general concerns please contact your child's Form Tutor in the first instance.

The Exams Officer, Alison Light, can be contacted by telephone on 01283 761393 ext 206 or by email at uu@king-ed.suffolk.sch.uk. The Exams Office (A25) is open to students each day during term time.