



# **INSTRUCTIONS FOR CONDUCTING NON-EXAMINATION ASSESSMENTS**

**(including use of AI)**

**This document provides general information concerning  
instructions and guidance for GCE and GCSE qualifications.**

**2023-24**

## **The Basic Principles**

Non examination assessments measure subject-specific knowledge and skills which cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across the subjects. The stages are:-

- Task setting
- Task taking
- Task marking

This policy is in place to cover the planning of assessments, to define the role of staff and to manage risks associated with non examination assessment.

Before assessments are undertaken, departments will discuss with students the tasks and advise them on ways to produce the best results. They will advise students on:

- Where to find sources of information
- How to structure their answers
- Techniques to collect data and present it appropriately
- Skills in analysis and evaluation of information
- The use of AI and referencing work

During the task, staff will review the students' work and provide advice either written or orally at a general level, after which they will allow the students to revise and redraft their work.

Any student who has access arrangements in place as their normal way of working, will be permitted to have access to these during both written and non examination assessments. The details of a students access arrangements can be found on their SIMS record or by obtaining details from the exams officer. The SENCo will make departments aware of any students who require additional support before the assessments are started to enable staff to be allocated to students and subjects.

## **The use of AI**

Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;

- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded
- Teachers and assessors must only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres); and
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies

## 1. Task Setting

Where the awarding body is responsible for task setting, the departments will make their selection(s) from a number of tasks provided by the board. Progress leaders will consult the relevant awarding body to obtain the date for issuing the task to students and shall co-ordinate if necessary with the exams officer to confirm these details.

Where the centre is responsible for task setting, the departments will either select from comparable tasks provided by the board or design their own task using the criteria set out in the specification.

Progress leaders and staff will ensure that students are aware of the criteria which will be used to assess their work, to enable them to understand what they need to do to gain marks.

## 2. Task Taking

The awarding body specification defines the level of supervision required for a task.

**Low Level and Medium level supervision:** Candidates will not be directly supervised and will be able to access resources as appropriate for the task. However, subject teachers will ensure that the students have sufficient supervision to enable work to be authenticated as their own.

Work can be completed outside the centre without direct supervision, provided that the department is confident that the work produced has been done so by the student.

Students are able to work as part of a group, but where this has occurred, the teacher must be able to document the contribution made by each student. Each candidate must write up his/her own account of the assignment and although all can record the same data, they must use their own words to describe how the data was collected and come to their own conclusions.

Subject teachers supervising these task will ensure that the students understand that they need to comply with regulations and that in particular that information from published resources must be referenced and are made aware that they must not plagiarise other material

**For formal supervised sessions,** the use of resources are tightly governed by the examination body and normally restricts the candidate to preparatory notes. Use of the internet will not be allowed and students will be unable to bring in their own computers or have mobile phones or other electronic devices.

Where assessments are being held over a number of sessions, any work produced will be collected and stored securely at the end of each session. The candidates will not be allowed access to their work or resources between sessions.

Upon completion of the task, the student will be asked to complete a formal declaration that their work is their own unaided work. The teacher will then also sign the declaration. Copies of the signed form will be kept on file until after the date for enquiries for results has passed.

### **3. Marking**

Subject teachers will be responsible for marking work in accordance with the marking criteria detailed in the relevant specification. Teachers will annotate the work to provide evidence as to how and why marks have been awarded and to ensure standardisation within the centre. Departments will hold regular meetings during the marking process to discuss standardisation of marks and to compare a cross section of students to ensure that there is a common agreement of the assessment criteria

If a student has completed no work the teacher will record the student as absent. If the student is absent due to short term illness, they will be given an alternative date on which they can complete the work. If the student has completed a small amount of work which is unworthy of credit then the student will be issued a zero. If a candidate is absent they may be eligible for Special consideration, details of which are available from JCQ. If a request for special consideration is needed, details concerning the student and their circumstances should be given to the exams officer, who will advise the member of staff of any further information or details that may be required and an application will be submitted where necessary

Marks will be disclosed to students before being submitted to the board and in line with the appeals policy, the students will be given an opportunity to ask for a review of marking should they feel their work has not been marked in line with the specification. Students can request to view their work and marks ahead of submitting a formal written appeal as long as it is before the deadline. If the student wishes to continue with the review an alternative marker will be sourced and the work reviewed. It should be made clear to the student that the moderation process may lead to the mark being changed and that their grade/mark will not be final until results are issued.

Marks will be submitted to the board before the published deadlines issued by the board. This in most cases will be done electronically by either the marking teacher or the exams officer. The requested moderated sample will be given to the exam officer by the date specified by the exams officer to enable safe and secure postage. Any returned work will be given to the departments to store until the deadline for enquiries about results has passed.

Feedback from the moderators will be issued when results are published. The exams officer will make them available to progress leaders and members of the Senior leadership team (SLT) once they have been downloaded from the appropriate boards website or in the case of AQA received in the post.

#### **4. Malpractice**

Where staff suspect irregularities, they must discuss this with their progress leader and where appropriate a member of SLT. A form M1 Should be completed and submitted to the board who may apply a penalty. If suspicions are raised before the student signs the declaration, then the department will record details of the work which is not the candidate's own and will discuss the matter with the student involved.

The penalty for malpractice is decided by the board and could be that zero marks are issued for a piece of work, the student is disqualified for a single component or even that they are disqualified for the whole exam season. Staff will ensure that students are made aware of the consequences of malpractice during the preparation and start of the assessment sessions. Consequences are laid out in the College's Malpractice policy.

#### **5. Art and Design Non-Examination assessments**

For Art and Design assessments the following additional regulations and instructions exist:-

All Non examination elements within the Art and Design qualifications are to be conducted in a formal setting. Dates will be agreed with the exams officer in advance of the sessions; they will arrange for an external invigilator to be present throughout the sessions. The invigilator will ensure that exam regulations are followed including no talking, no mobile phones and no outside disturbances. The presence of the invigilator will also free up the member of the Art staff to move between students and step out of the room with the student to apply finishes to the work if required.

The sessions will be held over a number of days and therefore all work will be secured safely between sessions. The rooms where the assessment is being completed, will be kept locked whilst vacated for breaks and dinner. Work at the end of the day will be secured and will not be made available to students until the next sessions begins.

Notes and preparation work is allowed into the room but work from outside the sessions cannot be submitted with the final assessment. All work submitted must be completed by the student and they along with the member of the Art staff must sign to authenticate their work as their own.