

# **Regulations for the Conduct of NEA (Non- Examined Assessment)**

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**Appendix A:** Instructions for the Supervisor to read out prior to the supervised sessions.

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# Section 1

## Overview of Regulations

This document provides instructions on the correct administration of the internally assessed NEA (Non-Examined Assessment) where assessments and associated grading descriptors are provided by NCFE.

The regulations do not in any way affect the responsibility of the centre for health, safety and safe working under current legislation and local government by-laws, therefore ensuring the integrity and security of the assessment is maintained at all times. Failure to comply with these regulations will be addressed via [JCQ Suspected Malpractice: Policies and Procedures 2021 – 2022](#).

### 1.1 Responsible/Designated Person

- Responsible Person - The Head of Centre is responsible to NCFE for making sure all NEAs are conducted in line with these Regulations.
- Designated Person - The Head of Centre must delegate a member of staff to be the designated person to carry out the administration of the assessments in line with these regulations.
- The Head of Centre must not appoint themselves as the designated person. These roles are distinct and must be separate.

### 1.2 What is a Non-Examined Assessment (NEA)?

The NEA is an internally assessed, non-examination assessment that measures subject-specific knowledge and skills that cannot be fully assessed by timed written examinations. It is a form of controlled assessment.

Controlled assessment is a form of internal assessment in which control levels are set for each stage of the assessment process:

- task setting
- task taking
- task marking.

Task setting - high control:

- the NEA is set by NCFE. Centres must not design their own assessment briefs and tasks, or adapt the ones supplied.

Task taking - medium control:

- centres must ensure there is formal supervision of every learner to enable work to be authenticated and ensure work is completed under the required conditions
- learners may complete tasks in the usual classroom setting and may carry out research from a range of published sources, including the internet
- learners may use their research notes to support them in completing the assessment. Learners may also have access to teaching and learning materials however, these cannot be submitted as evidence.

Task marking - medium control:

- centres must use the grading descriptors and marking guidance provided by NCFE to assess the learner's work
- the Teacher assumes the role of Assessor during the assessment and must not lead on the completion of any tasks or provide any feedback or guidance on how to complete the tasks to the learner whilst they complete their NEA
- the Teacher can provide guidance on Health and Safety, available time remaining and the use of any technical equipment.

### 1.3 Who should read these regulations?

To ensure the regulations are correctly applied, they should be read and referred to by:

- the Head of Centre, Chief Officer of an institution or Chief Executive of a company (Responsible Person – see [Section 1.1](#))
- members of the Senior Leadership team
- the Examinations Officer or Quality Assurance Co-ordinator appointed by the Head of Centre (Designated Person – see [Section 1.1](#))
- Curriculum Manager/Course Tutor responsible for learners undertaking the assessments
- Tutor/Teachers/Assessors delivering NCFE qualifications
- Supervisors for all NCFE assessments.

## Section 2

### Quality Assurance

#### 2.1 Maladministration/Malpractice

If at any time during the assessment there is a violation of these regulations, the Supervisor or Designated Person has the right to void the assessment immediately. This decision must only be made in exceptional circumstances where malpractice is irrefutable. Once voided no allowance can be given retrospectively if the decision is deemed invalid. If they do so they must also inform NCFE immediately with a report of what occurred – please see our Notification of Malpractice forms available on our [QualHub](#).

If any of these regulations are breached by a learner, Supervisor, or other person(s) involved in the conduct of the assessment, then NCFE may declare the assessment void.

In the event of a suspected or actual breach of these regulations by learners:

- the work completed by the learner(s) concerned and any unauthorised materials (if applicable) must be confiscated from the learner and given to the Designated Person to return to NCFE
- all learners suspected of breaching these regulations should be instructed to leave the room immediately if appropriate to do so, causing the least amount of disruption to other learners
- the Supervisor should report the incident to the Designated Person as soon as possible
- NCFE should be informed immediately of any irregularity
- the centre should conduct its own investigation into the incident and report the incident and their findings to our Compliance team using the relevant Notification of Malpractice forms on our website.

NCFE reserves the right to investigate each case of alleged or actual maladministration/malpractice committed by a learner, Supervisors, or other person(s) involved in the conduct of the assessment to establish all of the facts and

circumstances surrounding the case. The investigation will be carried out in accordance with JCQ Suspected Malpractice: Policies and Procedures 2021 - 2022.

## **2.2 Ownership of Assessment Material**

All assessment material remains the property of NCFE.

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## Section 3

### Preparing for the NEA

#### 3.1 Accessing the Assessment Materials

The NEA will be made available electronically by NCFE annually on the 1 September. Whilst the assessment is live it will only be accessible by registering and booking a learner for an assessment. All teaching must be complete prior to accessing the assessment and the learner must be booked onto the NEA associated with the year of completion. The live NEA cannot be used as a sample. Only the sample materials on QualHub may be used for practice assessments, these will be updated annually on related qualification pages. The submission deadline for learner marks will be the 30 of April each session.

#### 3.2 Reasonable Adjustments

NCFE seeks to provide equal access to assessment for all learners registered for its qualifications. NCFE recognises that reasonable adjustments may be required for assessments, and information is available in our Access Arrangements and Reasonable Adjustments Policy and our Special Considerations. Further guidance is available on our website. This will be reviewed on your annual monitoring review (AMR).

#### 3.4 Planning the NEA

Each subject-specific assessment contains a mandatory completion time which is outlined in the Qualification Specification, and in the Qualification Specific Instructions for Delivery (QSID) document available on QualHub under our Policies and Documents section, under Assessment Regulations.

Centres will need to plan the sessions to allow learners access to the full completion time available at the end of teaching and delivery. The assessment must not take place until the teaching and learning of all content has been delivered to learners.

#### 3.5 Storing Assessment Materials

The Designated Person will be responsible for:



- the security and integrity of the assessment materials (for example, used/unused assessment materials, partially or fully completed learner work and the assessment documentation) at all times
- ensuring that assessment material is logged on receipt (when downloaded and printed), centres must be able to demonstrate documentation of receipt, and secure movement and storage of assessment materials
- storing the assessment material in a secure (locked) cabinet in a secure location. Access to this storage must be restricted to authorised personnel only
- ensuring that any unauthorised centre personnel do not have access to the assessment materials or completed learner work.

### **3.6 Preparing the Learners**

Learners must be fully prepared for the assessment.

- The assessment must not take place until the teaching and learning of all content has been delivered to learners.
- Centres must inform learners of:
  - the date, time, and location of the assessment. A full list of dates must be provided if the assessment is delivered over multiple sessions, this must clearly state the final submission date
  - the conditions under which their NEA will be conducted
  - the resources they are required to bring to the assessment and what will be supplied by the centre.

### **3.7 Accommodation**

To ensure the assessment is administered correctly, the Designated Person is responsible for ensuring the allocated room is:

- suitable in terms of specialist facilities/resources (including computers and printers if applicable), where relevant
- as learners are allowed to use teaching and learning materials to complete their NEA there is no requirement to remove any wall displays
- stocked with appropriate stationery and any specified items required by learners, specific resource requirements may be discussed between the Teacher and learner to ensure availability, the Teacher may not offer advice on what resources to select

- suitably quiet, undisturbed, with adequate space, heating, lighting, and ventilation.

All learners must be informed and aware of any relevant health and safety considerations that need to be complied with, to ensure they carry out their work in a safe manner.

Learners must be supervised at all times, to ensure health and safety practices are observed. Where learners are seen to be working in an unsafe manner, at the discretion of the Teacher, the learner may be removed from the assessment and the remaining time rescheduled.

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### **3.8 Use of Computers, Internet/Intranet and Electronic Devices**

#### **3.8.1 Use of Computers/Electronic Devices**

The centre must check the Subject Specific Tutor Guide to confirm if use of computers/electronic devices are permitted for the NEA.

Where internet use is not permitted as part of the NEA, but computer use is permitted, centres must ensure that:

- they have made suitable arrangements with either their own IT support staff or other appropriate person to disable the computers internet access
- if a learner is using their own laptop that measures are put in place to ensure internet access is not possible

If computers/electronic devices are permitted during the NEA assessment the Designated Person needs to:

- provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment
- ensure any device used to complete the assessment is provided by the centre
  - the device(s) must be free from any material/additional facilities that would give the learner an unfair advantage (for example, preloaded templates, retrievable information etc)
  - devices must not be borrowed from another learner during the assessment.

#### **3.8.2 Use of Internet/Intranet**

The centre must check the Subject Specific Tutor Guide guidance to confirm if internet access is permitted for the NEA.

Where internet access is allowed as part of the NEA, centres must ensure that:

- any information used from the internet is appropriately acknowledged by the learner in their work
- the evidence is the learner's own work

NEA material must not be uploaded onto any website which would make the material available in the public domain, this includes social networking sites.

Learners and Teachers must not discuss the assessment brief online or post any assessment material online until after the materials have been retired.

**Intranet** - If Intranet access is allowed during the assessment to store learner work, this should be in a secure way that only they may access. Learners must not store or post any assessment material on an unsecure publicly accessible area of the intranet.

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## Section 4

### Administering the NEA

#### 4.1 Requirements to Administer the NEA

- Learners may access teaching and learning material, including their own personal notes, to complete their assessment but no teaching and learning material may be submitted as evidence.
- Learners can rework their evidence at any point during the supervised sessions. Supervisors/Assessors are able to identify areas which do not meet the required standard/criteria however, cannot give the detail of what is missing or needs improving to learners. Learners should use this feedback and decide themselves how to improve it.
- All work must be completed within supervised timetables sessions and work **must not** be carried out at home.
- All submitted evidence must be authenticated and attributable to the learner.
- Learners must be made aware of the importance of this and how it may impact their overall grade if evidence is found not to be the learners' own work.
- All work must be handed in at the end of the timetabled session and securely stored. Learners must not be able to access their work outside of the timetabled sessions and no work can be completed at home or in catch up sessions.
- The declaration on the learner log must be signed by the learner when they have finished the assessment to authenticate the work.
- Where assessment requires images/videos of learners and/or participants, the GDPR Consent Form must be completed by the learner and any other participants. The Administrator should check this has been completed fully and correctly. Where applicable, this form will be found at the end of the learner copy of the NEA brief.
- NEA content must not be altered in any way by the centre.
- Learners must have access to the appropriate resources required to complete the NEA (for example, research materials and specialist resources).
- Assessor instructions must be read out to the learners prior to the internal assessment.
- The deadline for submissions of learner marks will be 30 April each session.

Supervisors must:

- remain alert and be able to observe all learners, at all times
- report immediately any issues which may occur during the assessment to the Designated Person.

Supervisors must not:

- leave the assessment room without another Supervisor being present
- read or carry out any other activity unless stated within regulations
- comment or offer advice or feedback to the learner about their work.

Technical Preparation

The centre must check the Subject-Specific Tutor Guidance document to confirm what technical preparation is required for the NEA.

#### **4.2 Transportation of Assessment Materials**

NEA materials must be collected from their secure storage at the start of each timetabled session by the Supervisor. Following each session, the materials and any completed learner work must be returned to the secure storage.

#### **4.3 Identification of Learners**

It is essential that learners are identified prior to the assessment. Learners and Supervisors are required to sign declarations to confirm the authenticity of the work when the learner makes their final submission. This is to ensure authenticity and to prevent potential malpractice and maladministration. Learners must be made aware of the importance of this declaration and the impact this could have on their overall grade if the evidence was found not to be the learners.

#### **4.4 Administering the Supervised Sessions**

Supervisors must read out **Appendix A** at the beginning of every supervised session.

Prior to the first supervised session, the Supervisor should:

- read the Subject Specific Tutor Guidance for the related NEA and follow any preparation requirements prior to the supervised sessions
- ensure the learners have a list of all dates and times for the supervised sessions
- ensure that learners read the instructions in the Assessment Brief.

For all sessions, Supervisors must:

- ensure that there are no distractions, as learners may produce practical work it is acceptable that they move around the classroom and may not work in silence
- supervise the assessment to ensure compliance with these regulations
- ensure that the assessment evidence is only completed during the assessment sessions. Learners should not save their work onto an electronic platform they are able to access between sessions.

During the supervised sessions:

- sessions must take place within the centre and can be completed in the normal classroom environment
- Supervisors can discuss the following with the learners:
  - the conditions in which the assessment must be undertaken
  - where to save their electronic work and be able to access the secure storage medium
  - time management of the hours available
- Supervisors must prevent copying from or colluding with another learner. If any incident occurs, it must be reported to NCFE immediately in accordance with JCQ Suspected Malpractice: Policies and Procedures 2021 – 2022. which is available on QualHub.

Following the supervised session, Supervisors must:

- securely package all assessment material before taking them from the location between assessment sessions. This includes any electronic storage devices
- ensure all assessment material is stored in the secure storage facility between assessment sittings.

Supervisors must not:

- give any feedback to a learner on how a task or area can be improved. Learners must independently decide how to approach assessment and associated tasks. If a learner asks for advice on the completion of their assessment the Supervisor must remind them that they must work independently, and the work must be their own
- assess, grade or internally quality assure the learners' work
- lead on any of the tasks
- direct learners
- provide templates or writing frames for learners to complete
- take copies of learner work
- label or reference completed work on behalf of the learner.

#### **4.5 Referencing and Plagiarism**

Plagiarism is using the work of another person without crediting the source. JCQ Suspected Malpractice: Policies and Procedures 2021 – 2022 will be followed in all cases of plagiarism and where plagiarism has occurred, grading may be withheld, or additional work may need to be submitted by the learner. Intent to commit plagiarism is an important factor when concluding if plagiarism has occurred; however, it is difficult to judge intent because accidental plagiarism is still considered as plagiarism.

We take the view that there is no intent to plagiarise if the issue can be defined as poor educational practice relating to deficiencies in knowledge and understanding of how to reference. This means that there are identifiable attempts to reference but they are not used correctly, resulting in an honest mistake.

Examples might include:

- reference to a source in a paragraph or section of text but it isn't clear which exact sentence the reference relates to, reference might be found at the start, middle, or end of a section in a confused mixture of the learner's own work and the sourced material
- not making it clear if sections with references are a direct quote or if the words have been paraphrased
- using partial or confused references such as naming the author but not the correct book references



- minimal references at Level 1 and 2, such as inserting a copy of a website URL or adding a simple reference/bibliography section at the end.

Poor educational practice and mistakes in referencing could negatively impact on the grade awarded but will not be considered as plagiarism. For more information and support regarding plagiarism, please see our website.

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## Section 5

### Ending the NEA

At the end of the assessment sessions, learners must be instructed to:

- stop writing/working
- check their personal details are correct and completed
- label their work (see **Section 5.1**)
- hand all evidence to the Supervisor.

After the final assessment session, the learner may not have any further access to their assessment, and it must be securely stored by the centre for marking.

### 5.1 Labelling of Work

All individual pieces of evidence produced/storage mediums and additional paper used by the learner during the assessments must be clearly labelled by the learner with:

- learner name
- task number.

### 5.2 Assessor Marking of Learner Evidence

The Assessor will assess and mark all learner evidence for the NEA in line with the mark schemes provided by NCFE.

The marks and any feedback must not be shared with the learner until they have been internally quality assured and externally moderated.

### 5.3 Submissions

The deadline for submission of the NEA is 30 April annually.

### 5.4 Issuing the Result

Moderator marks will be compared with Assessor marks for the same students.

Following moderation of the NEA. There will be 3 potential outcomes from this activity.

1. All differences between Moderator and Assessor marks are within tolerance. In this case, all the Assessor's assessment decisions would be accepted and banked in the system.
2. Any differences between Moderator and Assessor marks are outside of tolerance, but the marks can be brought into tolerance using a linear regression function. In this case, a calculation would be applied to compare the Assessor's and Moderator's assessment decisions to determine the required adjustment for each learner. This adjustment will then be applied to all learners in the cohort.
3. Any differences between Moderator and Assessor marks are outside of tolerance, but the marks cannot be brought into tolerance using a linear regression function. In this case, additional support will be made available to the Assessor, and all learner evidence will need to be reassessed and moderated.

Should centres disagree with the outcome of moderation they should follow Enquiries about Results and Assessment Decisions Policy.

### **5.5 Resubmissions**

Learners are not permitted to resubmit their responses once the assessment has been submitted and marked by the centre.

### **5.6 Late Submission**

All learner marks must be submitted no later than the submission date of 30 April annually. Any submissions made after this date will be classed as a late submission and will be moderated at NCFE's discretion. NCFE will investigate all late submissions.

Only in exceptional circumstances, and if appropriate to the qualification, will NCFE accept late submissions. As soon as a centre is aware that they may miss the submission deadline they must notify NCFE.

A late submission made after the deadline may result in results being delayed and can't be guaranteed for the result release dates.

### 5.7 Re-Sit

All assessments for the NEA and Examined Assessment (EA) are available via a paper-based delivery mode. There will be one assessment available each year for both the NEA and EA with no re-sit opportunities.

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## Section 6

### Contacts

If you have any queries about the content of these regulations, please contact the External Quality Assurance team

Email: [ega@ncfe.org.uk](mailto:ega@ncfe.org.uk)

Telephone\*: 0191 239 8000

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\*To continue to improve our levels of customer service, telephone calls may be recorded.

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# Appendices

## Appendix A – Instructions for the Supervisor to read out before starting supervised sessions

The following should be read out at the beginning of each supervised session.

- I am now in the role of Supervisor for this assessment not your teacher.
- This non-examined assessment consists of supervised sessions. You have a list of dates and times when the supervised sessions will take place.
- You must work independently and decide yourself how to approach the assessment task/s.
- Read the 'instructions for learners' in the assessment brief and make sure that you understand them.
- I can provide you with feedback on what task or area could be improved, but not how to improve it. You must work out how to improve it yourself.
- All the work produced for the assessment must be your own.
- All your evidence must be clearly labelled with your name.
- You should not upload or share any work or evidence on any social media sites or discuss with anyone.