



TALBOT HEATH SCHOOL *"Honour Before Honours"*

NEA AND COURSEWORK POLICY 2024/25

Date adopted: 1st September 2024

Date for next adoption: Autumn Term 2025

Reviewed by: Exam Officer (SMN) & FGB

Teachers of NEAs and coursework must familiarise themselves with JCQ's 'Instructions for conducting NEAs 2023-2024' and/or with JCQ's 'Instructions for conducting Coursework 2023-2024'

<https://www.jcq.org.uk/exams-office/non-examination-assessments/>

<https://www.jcq.org.uk/exams-office/coursework/>

All staff responsible for teaching, setting, marking and moderating NEAs and/or coursework will ensure that they have read and understood the relevant JCQ documentation with regard to:

- Task setting
- Issuing tasks
- Managing task taking
- Task marking
- Moderation of tasks
- The use of access arrangements
- Special Consideration
- Loss of work
- Malpractice
- Post-results

Teaching staff are responsible for ensuring that they adhere to JCQ and awarding body regulations.

Queries about the above should be directed to the relevant awarding body or the Exams Officer (whichever is most appropriate).

The Exams Officer is responsible for making staff aware of documentation and should also support staff who have queries or problems.

The Head of Centre is responsible for confirming that all relevant candidates have had equal access to authorised materials, time and help.

Suspected malpractice (including the unauthorised use of AI) should be reported to the Exams Officer, Head of Centre, the awarding body and JCQ as appropriate, (see TH's Malpractice Policy).