Cardiff Academy

POLICY /// ACADEMIC QUALITY AND STANDARDS

Non-Examination Assessment Policy

How Cardiff Academy manages non-examination assessment (NEA), coursework and practical endorsements for JCQ qualifications – planning, levels of control, authentication, use of AI, marking, internal standardisation, submission and reviews.

REFERENCE	**CA-ACA-11**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Centre (with the Examinations Officer)**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**Teachers and assessors; candidates; parents**	PUBLISHED	**Website; candidate handbook; staff portal**

RELATED POLICIES CA-ACA-10 Examinations Policy; CA-ACA-04 Assessment, Marking, Moderation and Feedback; CA-ACA-05 Academic Integrity and Misconduct; CA-ACA-07 Academic Appeals

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

This policy sets out how the Academy plans, supervises, authenticates, marks and submits non-examination assessment in line with the JCQ Instructions for Conducting Non-Examination Assessments and awarding body specifications, so that every candidate's work is genuinely their own and is marked fairly.

2 Scope

It applies to all components of JCQ qualifications that are assessed other than by a timed written examination, including A-Level NEA and coursework, GCSE NEA, practical endorsements, spoken language endorsements and any coursework assessed internally and moderated by an awarding body.

3 Responsibilities

ROLE	RESPONSIBILITIES
Head of Centre	Makes sure the centre complies with JCQ NEA instructions; ensures staff are trained; reports malpractice
Examinations Officer	Publishes the NEA calendar; manages entries, mark submissions and moderation samples; keeps authentication records
Director of Studies	Makes sure teachers follow specifications and levels of control; leads internal standardisation; checks deadlines are met
Teachers / assessors	Explain the task, rules and deadlines to candidates; supervise work at the required level of control; record any help given; authenticate and mark work accurately
Candidates	Submit work that is their own; acknowledge all sources; follow the rules on collaboration and AI; meet internal deadlines; sign the authentication declaration

4 Planning and information for candidates

At the start of each course, candidates receive written information on each NEA component: the task, the marking criteria, the level of control, permitted resources, internal deadlines, the rules on plagiarism and AI, and how to request a review of marking. Internal deadlines leave time for marking, standardisation and the awarding body deadline.

5 Levels of control and supervision

Teachers follow the awarding body's requirements on task setting, supervision, feedback, resources and time. Where work must be completed under supervision, it is done in timetabled sessions, and work is kept securely between sessions. Teachers may give general feedback where permitted but must not give detailed guidance on how to improve work for assessment, and any help given is recorded and taken into account in marking.

6 Authentication and artificial intelligence

Candidates sign a declaration that their work is their own. Teachers sign to confirm that the work was produced under the required conditions. Teachers check drafts and monitor progress to be confident of authenticity.

Candidates must not use AI tools to produce content that they present as their own. Where an awarding body allows AI to be used for a specific purpose, its use must be acknowledged in line with JCQ guidance on AI use in assessments. Misuse of AI is malpractice.

7 Marking and internal standardisation

Work is marked against the awarding body criteria. Where more than one teacher marks a component, the Director of Studies leads internal standardisation before marks are submitted, and records are kept. Candidates are told their internal marks before submission and may ask for a review (section 9).

8 Submission, storage and retention

Marks are submitted and moderation samples despatched by the awarding body deadlines. Candidate work is stored securely until the end of the review and appeals period, or longer if the awarding body requires, and is then returned or securely destroyed.

9 Reviews of centre-assessed marks

Before marks are submitted, candidates may ask for a review of the marking of their work. The request must be made in writing within five working days of the candidate being told their mark. The review is carried out by an assessor who has not been involved in the original marking, and the candidate is told the outcome in writing. This review is about whether the marking followed the criteria; the awarding body may still change marks at moderation.

10 Malpractice

Suspected malpractice in NEA, including plagiarism, collusion and misuse of AI, is dealt with under the JCQ Suspected Malpractice procedures and CA-ACA-05. If malpractice is identified before the candidate signs the declaration, it is dealt with internally; afterwards, it must be reported to the awarding body.

11 Review

This policy is reviewed every year and whenever JCQ or an awarding body changes its requirements.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		October 2026