



Policy No: 9. Non Examination assessment policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2018
Last Reviewed	Autumn Term 2018
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2019
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and inhouse training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Non examination assessment policy

The Process

UTC Harbourside operates a 5 week assessment cycle throughout the year for year 11 and year 13. Each assessment period concludes with either a 2 week trial exam period or with a class based assessment using either past examination questions or similar styled questions.

Results from these assessments are reviewed by students to identify curriculum areas to improve. In addition they will be graded on either the relevant Keystage 4 or Keystage 5 grading system. Finally these results will be triangulated with classroom evidence and prior assessment information to inform a grade prediction for end of keystone.

This information is recorded within the school management information system (SIMS) and analysed within 4matrix

When producing work for assessments students should ensure it is their own work, and where wording is used that is the same as a published source it should be entered in quotation marks and the source referenced in a bibliography.

Further information can be found in the [JCQ regulations for non examination assessments](#).

Students should remember that the examination analysis part of reflection is important to understand how to improve for the future, they should though ensure that all work reproduced at a later date is their own and not that of a teacher or fellow student.