



Exmouth
Community
College
Academy Trust

NCFE Internal Synoptic Assessment Policy

This plan is reviewed annually to ensure compliance with current regulations

Policy Details	Date
Policy Written	Exams Office Model Policy
Policy Review by	Cirstie Rennie
Policy ratified by	Curriculum Committee
Policy agreed by governors	24.01.23
Review Cycle	Annual
Policy Review date	Spring 1 2024

What does this policy affect?

This policy affects the delivery of the NCFE Synoptic Assessment. The Department for Education has consulted with Awarding Organisations and agreed the following definition for synoptic assessment:

“A form of assessment which requires a candidate to demonstrate that s/he can identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the whole vocational area, which are relevant to a key task.”

Purpose of the policy

The purpose of this policy is to

- ▶ *cover procedures for planning and managing the synoptic assessment*
- ▶ *define staff roles and responsibilities with respect to the synoptic assessment*
- ▶ *manage risks associated synoptic assessments*
- ▶ *specify the controls in place to maintain the security and confidentiality of the assessment*

Procedures for planning and managing the synoptic assessment

The basic principles

Head of centre

- ▶ Is the person responsible for making sure all synoptic projects are conducted in line with the [Regulations for the Conduct of Synoptic Project](#)

Subject teacher

- ▶ Understands and complies with the general instructions as detailed in [Internal Synoptic Project Delivery Guidance and Regulations for the Conduct of Synoptic Project](#)
- ▶ Marks internally assessed work to the criteria provided by the awarding body

Exams officer

- ▶ Understands and complies with the general instructions as detailed in the [Regulations for the Conduct of Synoptic Project](#)
- ▶ Is the Designated person responsible for the administration of the assessment in line with the above regulations.
- ▶ Enters the students for the synoptic assessment via the portal
- ▶ Ensures where a teacher teaches his/her own child, a conflict of interest is declared to the awarding.
- ▶ Ensures NCFE are notified about any students with Exam Access Arrangements

Issuing of tasks

Subject teacher

The Synoptic Project must not take place until all of the teaching and learning of the qualification content has been delivered to learners.

- ▶ Determines when the synoptic assessment is issued by the awarding body
- ▶ Identifies dates, times and locations for the assessment and informs the students

- ▶ Informs the students about the conditions under which the synoptic assessment will be conducted
- ▶ Informs the students about the resources that are required
- ▶ Downloads the grading calculator

Exams officer

- ▶ Once it has been confirmed that the students have covered all of the teaching and learning of the qualification book students in for the synoptic assessment via the portal (from December)
- ▶ Securely downloads and prints the synoptic assessment task and logs this on the confidential materials log
- ▶ Ensures that the synoptic assessment is securely stored until the start of the assessment
- ▶ Liaises with IT to set up user accounts so students can save their work securely. Ensuring that access is disabled between sessions so that students will not have access to their work outside of the scheduled sessions.
- ▶ Liaises with the Subject Lead to make arrangements for the papers to be collected/delivered at the start of the assessment.
- ▶ Prints off Learner logs for each student
- ▶ Prints off Learner logins
- ▶ Produces internal register so Subject lead can log the attendance and hours
- ▶ Makes the subject Leader aware of any students with Exam Access Arrangements

Task taking

Supervision

Subject teacher

- ▶ Checks the awarding body's subject-specific requirements (including adaptations) ensuring candidates take tasks under the required conditions and supervision arrangements
- ▶ Ensures there is sufficient supervision to enable the work of a candidate to be authenticated
- ▶ Ensures that learners work independently to produce their synoptic assessment.
- ▶ Reads out the Instructions in Appendix A of the Regulations for the Conduct of Synoptic Project at the start of each session.

Advice and feedback

Subject teacher

- ▶ Will not give any feedback about a learner's individual work
- ▶ Will not Lead on any of the tasks
- ▶ Will not direct the learners
- ▶ Will not provide templates or writing frames for learners to complete
- ▶ Will not take copies of learners work
- ▶ Will not label or reference work on behalf of the learner

Resources

Subject teacher

- ▶ Refers to the awarding body's specification and/or associated documentation to determine if candidates have restricted/unrestricted access to resources when planning and researching their tasks
- ▶ Ensures appropriate arrangements are in place to keep the work to be assessed, and any preparatory work, secure between any formally supervised sessions, including work that is stored electronically.
- ▶ Ensures conditions for any formally supervised sessions are understood and followed by candidates
- ▶ Ensures that where appropriate to include references, candidates keep a detailed record of their own research, planning, resources etc.

Authentication procedures

Subject teacher

- ▶ ensures candidates sign the declaration on their learner log confirming the work they submit for final assessment is their own unaided work
- ▶ Where there may be doubt about the authenticity of the work of a candidate or if malpractice is suspected, follows the authentication procedures and malpractice information and informs a member of the senior leadership team.

Task marking – internally assessed components

Marking and annotation

Subject teacher

- ▶ Must mark the Synoptic Project in line with the Qualification Specification
- ▶ Assess and grade all learner evidence for the full Synoptic Project in line with the grading descriptors provided by NCFE.
- ▶ Must add the band awarded for each Assessment Objective into the grading calculator. The calculator will provide the overall grade for the synoptic assessment.
- ▶ Must not share grades with learners until the assessment has been Internally Quality Assured
- ▶ No feedback should be given at this point. Learners need to be aware that grades are subject to EQA moderation. If the learner disagrees with the assessment decision at this point, centres should direct them to their own centre appeals policy.

Internal standardisation

- ▶ **Subject Head/Subject Lead** Ensures that internal standardisation of marks across assessors and teaching groups takes place as required and to sequence
- ▶ Retains evidence that internal standardisation has been carried out.

Submission of marks and work for moderation

Subject teacher

- ▶ Inputs and submits marks online via the NCFE portal keeping a record of the marks awarded to the external deadline by the 31 March.
- ▶ Where responsible for marks input, ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors
- ▶ Books External Quality Assurance visit

Storage and retention of work after submission of marks

Subject teacher

- ▶ Retains all completed and marked assessment materials until certificates are received, checked and issued to learners
- ▶ Retains all assessment and IQA tracking documents for a minimum of 3 years for all learners who have completed their assessment

Malpractice

Head of centre

- ▶ Understands the responsibility to immediately report to the relevant awarding body any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff
- ▶ Ensures that those members of teaching staff involved in the direct supervision of candidates producing the synoptic project are aware of the potential for malpractice and ensures that teaching staff are reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself

Subject teacher

- ▶ Ensures candidates understand what constitutes malpractice in the synoptic assessment assessments
- ▶ Take appropriate steps in the event of a suspected or actual breach of the regulations.
- ▶ Escalates and reports any alleged, suspected or actual incidents of malpractice involving candidates to the Designated Person

Exams officer

- ▶ Ensure that NCFE are informed immediately of any irregularity
- ▶ Where required, supports the head of centre in investigating and reporting incidents of alleged, suspected or actual malpractice.

Certificate Claims

Subject teacher

- ▶ Informs Exams Officer once moderation has taken place and marks confirmed and signed off by the EQA.

Exams officer

- ▶ Claims certificates through the NCFE portal

Management of issues and potential risks associated with Synoptic Assessment

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
Task setting		
Awarding body set task: IT failure/corruption of task details where set task details accessed from the awarding body online	<i>Awarding body key date for accessing/downloading set task noted prior to start of course IT systems checked prior to key date Alternative IT system used to gain access Awarding body contacted to request direct email of task details</i>	HoD/Teaching Staff IT Dept
Subject teacher long term absence during the task setting stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	See Exam Contingency Plan
Issuing of tasks		
Awarding body Synoptic Assessment not issued to candidates on time	<i>Awarding body key date for the synoptic assessment as detailed in the specification noted prior to start of course Scheduling of Synoptic assessment is done well in advance.</i>	HoD/Teaching Staff
Subject teacher long term absence during the issuing of tasks stage	<i>See centre's exam contingency plan - Teaching staff extended absence at key points in the exam cycle</i>	See Exam Contingency Plan
Task taking		
Supervision		
Planned assessments clash with other centre or candidate activities	<i>Assessment plan identified for the start of the course Assessment dates/periods included in centre wide calendar</i>	HoD/Teaching Staff/EO
Rooms or facilities inadequate for candidates to take tasks under appropriate supervision	<i>Timetabling organised to allocate appropriate rooms and IT facilities for the start of the course Staggered sessions arranged where IT facilities insufficient for number of candidates</i>	HoD/Teaching Staff/EO
Insufficient supervision of candidates to enable work to be authenticated	<i>Confirm subject teachers are aware of and follow the current Regulations for the Conduct of Synoptic Project and any other specific instructions detailed in the awarding body's specification in relation to the supervision of candidates Confirm subject teachers understand their role and responsibilities as detailed in the centre's Internal Synoptic Project Policy</i>	HoD/EO
A candidate is suspected of malpractice prior to submitting their work for assessment	<i>Ensures that NCFE are informed immediately of any irregularity An internal investigation and where appropriate internal disciplinary procedures are followed</i>	HoD/EO/SLT
Candidate misses part of the assessment due to illness	<i>Catch up sessions can be planned for learners as long as it is before the submission date</i>	Teaching Staff
Advice and feedback		
Candidate claims appropriate advice and feedback not given by subject teacher prior to starting on their work	<i>Ensures a centre-wide process is in place for subject teachers to record all information provided to candidates before work begins as part of the centre's quality assurance procedures Regular monitoring of subject teacher completed records and sign-off to confirm monitoring activity Full records kept detailing all information and advice given to candidates prior to starting on their work as appropriate to the subject and component Candidate confirms/records advice and feedback given prior to starting on their work</i>	HoD Teaching Staff SLT
A third party claims that assistance was given to candidates by the subject teacher over and above that allowed in the regulations and specification	<i>An investigation is conducted; candidates and subject teacher are interviewed and statements recorded where relevant Records as detailed above are provided to confirm all assistance given Where appropriate, a suspected malpractice report is submitted to the awarding body</i>	HoD Subject Teacher SLT EO

Candidate does not reference information from published source	<i>Candidate is advised at a general level to reference information before work is submitted for formal assessment NCFE Maladministration and Malpractice policy is followed in all cases of plagiarism.</i>	Teaching Staff
Resources		
A candidate augments notes and resources between formally supervised sessions	<i>Preparatory notes and the work to be assessed are collected in and kept secure between formally supervised sessions Where memory sticks are used by candidates, these are collected in and kept secure between formally supervised sessions Where work is stored on the centre's network, access for candidates is restricted between formally supervised sessions</i>	HoD Teaching Staff
A candidate fails to acknowledge sources on work that is submitted for assessment	<i>Candidate's detailed record of his/her own research, planning, resources etc. is checked to confirm all the sources used, including books, websites and audio/visual resources Awarding body guidance is sought on whether the work of the candidate should be marked where candidate's detailed records acknowledges sources appropriately Where confirmation is unavailable from candidate's records, awarding body guidance is sought</i>	HoD Teaching Staff
Authentication procedures		
Candidate plagiarises other material	<i>Candidate is advised at a general level to reference information before work is submitted for formal assessment NCFE Maladministration and Malpractice policy is followed in all cases of plagiarism.</i>	HoD Teaching Staff
Candidate does not sign their Learner log	<i>Learner log is checked for signature before accepting the work of a candidate for formal assessment</i>	Teaching Staff
Subject teacher not available to sign authentication forms	<i>Ensures a centre-wide process is in place for subject teachers to sign authentication forms at the point of marking candidates work as part of the centre's quality assurance procedures</i>	HoD/ Teaching Staff
Keeping materials secure		
Candidates work between formal supervised sessions is not securely stored	<i>Records confirm subject teachers are aware of and follow current regulations for the Conduct of Synoptic Project.</i>	HoD/Teaching Staff
Adequate secure storage not available to subject teacher	<i>Records confirm adequate/sufficient secure storage is available to subject teacher prior to the start of the course Alternative secure storage sourced where required</i>	HoD
Candidates work produced electronically is not securely stored	<i>Records confirm subject teachers are aware of the Regulations for the Conduct of Synoptic Project Internal processes and regular monitoring/internal audit by IT Manager ensures:</i> <ul style="list-style-type: none"> • access to this material is restricted by the IT department • appropriate security safeguards are in place • an effective back-up strategy is employed so that an up to date archive of candidates' evidence is maintained (backed up by IT dept) 	EO Teaching Staff IT
Task marking – internally assessed components		
A candidate submits little or no work	<i>Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body</i>	Teaching Staff
A candidate is unable to finish their work for unforeseen reason	<i>The Awarding body is contacted</i>	HoD Teaching Staff EO
The work of a candidate is lost or damaged	<i>The Awarding body is contacted</i>	HoD Teaching Staff EO

Candidate malpractice is discovered	<i>Instructions and processes in the NCFE Maladministration and Malpractice Policy will be followed and the Exam board notified. Appropriate internal disciplinary procedures are also followed</i>	HoD Teaching Staff SLT EO
A teacher marks the work of his/her own child	<i>A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course Marked work of said child is submitted for moderation whether part of the sample requested or not</i>	HoD Teaching Staff EO
An extension to the deadline for submission of marks is required for a legitimate reason	<i>Awarding body is contacted to determine if an extension can be granted</i>	HoD Teaching Staff EO
After submission of marks, it is discovered that the wrong task was given to candidates	<i>Awarding body is contacted for guidance</i>	HoD Teaching Staff EO
A candidate wishes to appeal/request a review of the marks awarded for their work by their teacher	<i>Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body Records confirm candidates have been informed of their marks Candidates are informed that these marks are subject to change through the awarding body's moderation process Candidates are directed to the Centre Internal Appeals Policy in the first instance.</i>	HoD Teaching Staff EO
Deadline for submitting marks and samples of candidates work ignored by subject teacher	<i>Internal/external deadlines are published at the start of each academic year Reminders are issued through senior leaders/subject heads as deadlines approach Records confirm deadlines known and understood by subject teachers Where appropriate, internal disciplinary procedures are followed</i>	HoD SLT EO
Subject teacher long term absence during the marking period	<i>See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle)</i>	See Exam Contingency Plan