**Schedule of assessment and attendance**

In accordance with the regulations for the conduct of the non-exam assessment (NEA) outlined in section 10 of the tutor guidance document, centres will be required to keep a record of their assessment timetable and learner attendance. This should be made available to NCFE upon request.

A schedule of assessment should record the timetabled sessions for the formal assessment time during the assessment period which is used to demonstrate that assessment requirements have been met.

An attendance list should record which learners attended each session.

Below is a suggested template you could use to record your scheduled of assessment and learner attendance. This is not a mandatory document and centres are able to adapt this or use their own centre documentation.

**Example**

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre name:** |  | **Centre number:** |  |
| **Qualification title:** | Level 1/2 Technical Award in Engineering | **Assessment name and series:** | NEA Summer 24 |
| **Supervisor/s present** | Joe Bloggs, Jane Bloggs |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NEA tasks and total duration** | **Research****date/time****(2hrs)** | **Task 1****date/time****(1hr 30)** | **Task 2****date/time****(2hr 30)** | **Task 3****date/time****(2hr 30)** | **Task 4****date/time****(4hrs)** | **Task 5****date/time****(6hrs)** | **Task 6****date/time****(1hr 30)** | **\*Additional session(s)** | **Total research time** | **Total assessment time** |
| Assessment date and duration | 30/11/23 - 30 mins | 07/12/23 - 40 mins | 11/12/23 - 50 mins | 14/12/23 - 45 mins | 18/12/23 - 45 mins | 11/01/24 - 50 mins | 15/01/24 - 50 mins | 18/01/24 - 50 mins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Attendance list  |  |
| Anita Andrews | / | / | / | o | / | / | / | / |  |  |  |  |  |  |  |  |  |  |  |  | 13/12/23 -Task 1 45 min | 2hrs | 18hrs |
| Barry Brown | / | / | / | / | / | / | o | / |  |  |  |  |  |  |  |  |  |  |  |  | 18/2/24 – Task 2 50 min | 2hrs | 18hrs |
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\*The schedule of assessment may need to be amended to allow for some flexibility for learners entitled to additional time or to accommodate learners who may have missed sessions due to absence. Additional session(s) are recorded in this column.