



**E T C 7**

# **Tutor Guidance**

**NCFE Level 1/2 Technical Award in  
Graphic Design  
(603/7011/7)**

**Version: 1.1**

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## **1. Introduction**

This guidance has been produced in order to support the delivery of the Level 1/2 Technical Award in Graphic Design Examined Assessment (EA) and the Non-Exam Assessment (NEA). It is not intended to replace the specification documents but should be used in conjunction with them to support the successful delivery and completion of the qualification and assessments.

The aim of the Non-Exam Assessment is to provide learners with the opportunity to independently apply an appropriate selection of knowledge, understanding, skills and techniques, developed through the full course of study, in response to a real-world situation, to enable them to demonstrate an integrated connection and coherence between the different elements of the qualification.

NCFE provides instructions for each of the assessments, and these must be followed by centres. Centres should ensure that essential resources for the assessments must be purchased by providers prior to the assessments taking place. For further information on the required resources for the course please refer to the Qualification Specification.

## **2. Tutor overview**

Tutors need to familiarise themselves with the content of the assessments to ensure that they have a full understanding of the requirements and that resources required for the assessments are available.

### 3. Scheme of assessment

The Level 1/2 Technical Award in Graphic Design qualification is made up of 2 component parts: an Examined Assessment (EA) and a Non-Exam Assessment (NEA).

	Assessments	Assessment time	% weighting	Raw marks	Scaling factor	Scaled marks*	Assessment conditions	Marking
<b>Graphic Design Technical Award</b>	Examined Assessment (EA)	1 hour 30 minutes	40%	80	1.000	80	Invigilated	External
	Non-Exam Assessment (NEA)	17 hours 30 minutes (plus 2 hours preparation and research time)	60%	88	1.364	120	Supervised	Internal, with external moderation
	<b>Assessment total</b>	<b>19 hours</b> (plus 2 hours preparation and research time)	<b>100%</b>					

Although the output of the preparation and research time is not assessed, it will assist learners when undertaking the 17 hours 30 minutes of NEA time. Therefore, centres should ensure that the full 2 hours are allocated.

The practical nature and purpose of the qualification means that it is necessary to assess understanding through 2 means of assessment; an external EA and an internal NEA. The variance in assessment methods used allows for a range of knowledge, understanding and skills can be assessed using the most fit for purpose method.

## 4. Assessment objectives definitions

The tables below shows the definitions of the assessment objectives used for both Examined Assessment (EA) and the Non-Exam Assessment (NEA) overall.

<b>Assessment objective (AO)</b>	
<b>AO1</b>	Recall knowledge and show understanding The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding.
<b>AO2</b>	Apply knowledge and understanding The emphasis here is for learners to apply their knowledge and understanding to real-world contexts and novel situations.
<b>AO3</b>	Analyse and evaluate knowledge and understanding The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions.
<b>AO4</b>	Demonstrate and apply relevant technical skills, techniques, and processes The emphasis here is for learners to demonstrate the essential technical skills relevant to the vocational sector, by applying the appropriate processes, tools, and techniques.
<b>AO5</b>	Analyse and evaluate the demonstration of relevant technical skills, techniques and processes The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector.

## 5. Accessibility and fairness

To promote accessibility and fairness for all learners and to ensure diversity and equality, we expect providers to be aware of and meet the requirements of relevant NCFE policies and government legislation. You must ensure that:

- all of your processes concerned with assessment are carried out in a fair and objective manner
- you continue to adhere to current equal opportunities legislation
- you continue to operate an effective diversity and equality policy, with which learners are familiar and which applies to all learners using our products and services

Plagiarism may result in the external assessment task being awarded 0 marks. For further guidance, refer to the qualification webpage on our website.

## 6. Examined assessment (EA)

### 6.1 Command words

To support effective teaching and learning the following table provides centres with the command word taxonomy used for the EA. It illustrates the range of command words, associated assessment objective (AO) and their intended use. It is intended to support centres when creating assessment tools. Please note that these cover the full range of Level 1/2 Technical Award qualifications and some may be more appropriate for certain subject areas.

Command Word	Target	Use / requires learners to...
Assess	AO3	Consider information in order to make decisions.
Analyse	AO3	Separate information into component parts. Make logical, evidence-based connections between the components.
Apply	AO2	Link existing knowledge to new or different situations.
Calculate	AO2	Work out the value of something, showing relevant working.
Choose	AO1 AO2	Select from a range of alternatives (MCQ).  Select from a range of possible solutions to address a specified problem, ie 'choose the best / cheapest / most appropriate course of action in the given circumstances.'
Classify	AO2	Organise according to specific criteria.
Compare	AO2 AO3	Identify similarities and / or differences.  Cannot be used on its own for AO3 as it would not elicit the conclusions and or judgements required of AO3.
Complete	AO1 AO2	Finish a task by adding to given information.  Finish a task by applying knowledge, skills and techniques.
Define	AO1	Give a definition or specify meaning of an idea or concept.
Describe	AO1	Learners may be asked to recall some facts, events or process in an accurate way.

	AO2	Give an account of or set out characteristics or features in direct response to contexts, concepts, theories and principles.
Estimate	AO2	Perform one or a set of steps or to arrive at an approximate answer / assign an approximate value. This should be a value (not decision/opinion).
Evaluate	AO3	Review information and bring it together to make a decision and come to conclusion.
Explain	AO1	Set out purposes or reasons or make something clear in relation to a particular situation. An explanation requires understanding to be demonstrated.
	AO2	This can become AO2 if learners need to apply their knowledge and/or understanding to a particular situation or context eg, 'using your knowledge of XXXX, explain why / how XXXX.'
	AO3	This can be AO3 if learners need to analyse given information to present reasons or purposes.
Give	AO1	Recall an answer.
	AO2	Can be AO2 if in relation to a novel situation or context, eg, 'give <b>one</b> reason for XXXX in the situation described above.'
Identify	AO1	Name or otherwise characterise.
Illustrate	AO1	Give clear information using written examples, pictures or diagrams.
Indicate	AO1	Point out or show using words, illustrations or diagrams.
Justify	AO3	Make judgements, provide supporting reasons and reach conclusions to a given context
Label	AO2	Provide appropriate names on a diagram.
List	AO1	Generate a record of words, sentences or comments.
Locate	AO2	Find or identify.
Name	AO1	Identify using a recognised technical term.
Outline	AO1	Set out main the characteristics or features.
Provide	AO1	Give relevant information about a subject.
Recommend	AO2	To suggest that someone or something would be good or suitable for a particular purpose (with some rationale for AO3).
	AO3	
Reflect	AO3	Learners should look back on their actions, experiences or learning and think about how this could inform their future practice.
Select	AO2	Choose or pick from alternatives.
		Choose for a specific purpose.
Show	AO1	Give the main points in brief, clear sentences.
	AO2	Apply the main points in brief, clear sentences.
	AO3	Provide structured evidence to reach a conclusion.

State	AO1	Express in clear, brief terms.
Suggest (what / why / how)	AO2 AO3	Present a possible cause or solution. Apply knowledge to a new situation (to provide a reasoned explanation for AO3).
To what extent	AO3	Answers should present a supported judgement about the value of a particular (presented) procedure / solution in context.
Use or Using (Figure 1, Table 2, the information above / in the scenario, your own knowledge and understanding)	AO2 AO3	Answer must be based on information given in the question. In some cases learners may be asked to use their own knowledge and understanding (with rationale for AO3).
Work out	AO2	Perform one or a set of steps or calculation to arrive at an answer.

## 7. Non-exam assessment (NEA)

The purpose of the NEA is to ensure that learners have the opportunity to recall, apply, analyse and evaluate their knowledge and understanding. Additionally, the NEA also provides learners the opportunity to demonstrate, analyse and evaluate their own skills to develop a substantial piece of work in response to a set brief. The brief and tasks are contextualised around the Graphic Design vocational settings

**The NEA will be made available electronically by NCFE on 1 September in the year of certification.** This is to support manageability and centre planning. However, the following information is provided to learners in the NEA brief document and must be adhered to :

*Learners should not start the NEA until teaching and learning of all the content has been delivered to learners This will ensure that your learners are in the best position to complete the NEA successfully.*

As a result, centres should be mindful when planning the provision and delivery of the qualification in terms of when to administer the NEA, ensuring that learners are suitably prepared for the requirements of the assessment. Section 8 provides an illustrative example of how the NEA tasks could be managed within centres.

Whilst the assessment is live it will only be accessible by selecting an assessment window associated with the year of completion upon registration. All teaching must be complete prior to accessing the assessment and the learner must be booked onto the NEA associated with the year of completion. The live NEA cannot be used as a sample. Only the sample assessment materials on the qualification webpage on our website may be used for practice assessments, these will be updated annually on related qualification pages. **The submission deadline for learner marks will be 30 April each session.**

The NEA takes the form of a synoptic project as it requires learners to draw on their knowledge and understanding of the entire qualification content.

The NEA in Graphic Design is comprised of a series of interconnected tasks. The table below shows the allocation of assessment objectives (AOs) and marks for each task, please refer to section 4 of this document for a full definition of the AOs:



Assessment Objective (AO)		Task marks						Total marks (% weightings)
		1	2	3	4	5	6	
AO1	Recall knowledge and show understanding	4	8		4			16 marks (13.33%)
AO2	Apply knowledge and understanding	4	8		8		4	24 marks (20%)
AO3	Analyse and evaluate knowledge and understanding	4		4				8 marks (6.67%)
AO4	Demonstrate and apply relevant technical skills, techniques, and processes		12			24	8	44 marks (36.67%)
AO5	Analyse and evaluate the demonstration of relevant technical skills, techniques and processes			8		8	12	28 marks (23.33%)
<b>Total</b>		<b>12</b>	<b>28</b>	<b>12</b>	<b>12</b>	<b>32</b>	<b>12</b>	<b>120</b>

## 7.1 Preparation and research time

Prior to commencing the formal 17 hours 30 minutes of NEA time learners should be allocated 2 hours of preparation and research time. During this time learners may have access to the project brief but may not access the NEA tasks. This 2-hour time period is entirely open book where learners can access their teaching and learning materials, text books, internet and other published materials. From this they should develop a research support pack which can be used as their source of information when completing the NEA. This is the only support material that is permitted during the completion of NEA tasks (unless otherwise stated within each task instructions) and must be submitted to the tutor at the end of each session and kept secure. The material developed in the planning, preparation and research time may not be submitted as assessment evidence as this will be considered malpractice. Text and images can be copied and pasted into the learner's resource pack; however, if used for reference in learner's work, text should then be in the learner's own words and the source used should be referenced.

It is also vital that learners cite sources of information within their NEA. As a minimum this should include the following:

- the use of quotation marks to clearly identify any passages not of their own words
- date accessed
- name of source / author

The research support pack must be retained by the centre and uploaded with learner evidence to NCFE if selected for moderation.

The research pack should be no more than four sides of A4 in font size 12. This can be handwritten or electronic. Where the research pack is electronic the centre is responsible for

ensuring this is only accessed within supervised sessions. The support pack must be returned to the supervisor at the end of each task / session and retained with the completed NEA.

## 7.2 Maximum completion time

NCFE have set the assessment timings as maximum times for each task. The plan can be amended to allow for some flexibility for learners entitled to additional time as part of approved reasonable adjustment and supports centres in the planning and administration of tasks around any timetabling issues.

Tasks are permitted to be timetabled over multiple sessions where necessary.

The following table shows a summary of the NEA assessment times:

Task	Maximum task timing
Preparation and research	2 hours
1	3 hours
2	3 hours
3	1 hour
4	2 hours
5	5 hours 30 minutes
6	1 hour 30 minutes
7	1 hour 30 minutes

In addition to the above, a declaration of authenticity should also be provided.

**The below guidance can be followed unless otherwise stated in the assessment specific instructions sections of the NEA.**

- Learners have been provided with a total of **17 hours 30 minutes** to complete this non-examined assessment. In addition, there are 2 hours allocated to preparation and research time.
- Learners should start each individual task at the same time.
- Learners may use some or all of the time provided for each task up to the maximum allowed time.
- To facilitate planning, individual maximum task times are provided. These should be applied to the cohort as a whole. To aid flexibility learners are allowed to use any remaining time allocated to one task to rework previous tasks. However, the maximum NEA time must not be exceeded.

The above guidance is also provided for learners in the learner information section in the NEA for Graphic Design.

Centres will be required to keep a record of their assessment timetable and learner attendance and make it available to NCFE if requested.

## 8. NEA tasks

Learners must have access to the appropriate resources required to complete the NEA. The NEA has been designed to allow a fair opportunity for learners and centres (please refer to the Qualification Specification for a list of resources required for the course).

Some tasks within the NEA permit the use of internet access to support the completion of the task. Learners will be required to submit a copy of their internet browsing history to ensure that the controls around internet use are adhered to. Internet browsing history can be presented in any of the following formats: printed, screenshot or an IT-based centre report.

Where the NEA allows for research requiring the use of the internet, learners must reference the sources in their work. Learners must cite sources of information within their NEA. As a minimum this should include the following:

- the use of quotation marks to clearly identify any passages not of their own words
- date accessed
- name of source / author.

NEA material must not be uploaded onto any website which would make the material available in the public domain, this includes social networking sites.

Learners and Teachers must not discuss the assessment brief online or post any assessment material online until after the materials have been retired.

Supervisors should also be conscious of their responsibility to ensure each learner's browsing history is captured and not altered or amended in any way by the learner. Suitable programmes / browser extensions can be obtained. Centres should consult with IT experts or, where available, discuss suitable controls with the relevant departments that can either be placed on the network or accessed accurately through alternative means.

At the start of each supervised session, browsing history should be cleared, prior to commencing the NEA tasks. At the end of the supervised session, internet browsing history should be obtained by selecting the relevant history tab in the browser toolbar. The internet browsing history can be presented in the following formats: printed, screenshot or an IT-based centre report. This can then be gathered at the end of each supervised session, and retained for moderation purposes.

The table below shows, at a glance, which tasks permit the use of internet, more detail on the tasks is provided later in this section.

<b>Task</b>	<b>Internet use permitted?</b>	<b>Internet browsing history required?</b>
Preparation and research	Yes	No
1	Yes	Yes
2	Yes	Yes
3	Yes	Yes
4	Yes	Yes
5	Yes	Yes
6	Yes	Yes
7	No	No

Below is an example of the tasks that may appear in the NEA for Graphic Design. The inclusion of these tasks is to illustrate the proposed structure and timings, required resources (in addition to the pack developed in the preparation and research time) and any additional requirements

around delivery or controls. Whilst the tasks will remain static for each version of the assessment, in terms of timings, resources, delivery and control conditions, the specified context (as illustrated in the Sample Assessment Materials (SAMs)) and content sampled will vary from session to session.

For the practical tasks within Graphic Design, centres are required to complete Teacher observation forms to support the application of the mark scheme and moderation process. This form can be found within the Graphic Design NEA mark scheme document. More detail on the requirements of this is provided below for the applicable tasks.

## **Preparation and research task**

Prior to commencing the NEA tasks, all learners **must** have been provided with the opportunity to undertake 2 hours of research using only the NEA brief as detailed in section 7.1.

### **Task 1**

#### **Required resources:**

- laptop or desktop computer
- task 1 materials
- sketch pad
- journal / diary
- development sheets
- blog or vlog filming and recording equipment.

#### **Delivery**

Learners will be allocated a maximum time of 3 hours for this task.

Learners are required to carry out both primary and secondary research before developing ideas for a chosen graphic design solution.

The evidence must include initial design ideas and justification for the initial design and be included as part of their portfolio (digital or physical).

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

#### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

### **Task 2**

#### **Required resources:**

- laptop or desktop computer
- task 2 materials laptop or desktop computer
- sketch pad
- journal / diary
- development sheets
- blog or vlog filming and recording equipment.

#### **Delivery**

Learners will be allocated a maximum time of 3 hours for this task.

Learners are required to use their initial ideas, research and requirements of the brief to develop their ideas further.

Learners should provide evidence of their development work in a portfolio (digital or physical).

Centres should provide physical and digital options for their learners to select how they wish to respond to the tasks.

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

### **Task 3**

#### **Required resources:**

- laptop or desktop computer
- task 3 materials
- task 1 and 2 feedback
- development sheets
- vlog filming and recording equipment.

#### **Delivery**

Learners will be allocated a maximum time of 1 hour for this task.

They are required to review the development of their ideas before moving on to planning and creating the final graphic design solution.

The learner must provide evidence of reviewing the following areas of their development work:

- client requirements
- communication of ideas
- appropriateness for target audience
- potential problems and solutions:
  - time
  - resources
  - skills
- effective use of resources.

This could be presented as:

- sketch pad
- journal / diary
- development sheets
- blog or vlog
- videos:
  - presentation
  - visuals with audio commentary.

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

#### **Task 4**

##### **Required resources:**

- laptop or desktop computer
- task 4 materials.

##### **Delivery**

Learners will be allocated a maximum time of 2 hours for this task

Learners must design a detailed production plan for your chosen graphic design solution for Camino Hostels.

This could include:

- thumbnail sketches
- layout drawings
- journal / diary
- videos.

This could be presented as:

- written plan
- blog or vlog
- presentation (eg, PowerPoint).

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

##### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

#### **Task 5**

##### **Required resources:**

- laptop or desktop computer
- task 5 materials.

##### **Delivery**

Learners will be allocated a maximum time of 5 hours 30 minutes for this task.

Learners are required to create their final graphic design solution for Camino Hostels and show evidence of ongoing review to modify the design solution.

They need to provide evidence of the creation of their final graphic design solution in a portfolio (digital or physical).

They must show evidence of the following:

- their creation of a final solution that builds on your development work and planning
- their creation process of the final solution and decisions that they made
- their use of ongoing review of essential technical skills, processes, tools and techniques to modify the design solution
- how they justify of the final graphic design solution so that it meets the requirements of the client brief.

This could be presented as:

- annotated sketch pads
- annotated design sheets
- annotated technical drawings
- journal / diary
- blog or vlog
- videos
- presentation (eg PowerPoint)
- final graphic design solution.

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

### **Task 6**

#### **Required resources:**

- laptop or desktop computer
- task 6 materials.

#### **Delivery**

Learners will be allocated a maximum time of 1 hour 30 minutes to complete this task.

Learners must provide physical evidence of their final graphic design solution in an appropriate format (digital or physical).

They must show evidence of:

- their creation of a final solution that builds on their development work and planning
- their creation process of the final solution and decisions they made
- their use of ongoing review to modify the design solution



- how they justify the final graphic design solution so that it meets the requirements of the client brief.

This could be presented as:

- physical portfolio
- physical mounted work
- finalised design sheets
- showreel
- exhibition
- videos
- presentation.

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

### **Task 7**

#### **Required resources:**

- laptop or desktop computer
- task 6 materials.

#### **Delivery**

Learners will have 1 hour 30 minutes hours to complete this task.

Learners must evaluate their graphic design solution in response to the requirements of the client brief.

They need to provide evidence of their evaluation (digital or physical) in following areas:

- meeting the needs of the client
- communication of ideas
- appropriateness for target audience
- identify successes with the design
- identify improvements.

This could be presented as:

- sketch pads annotations
- written report
- journal / diary
- blog or vlog
- videos
- audio recording
- presentation (eg, PowerPoint).

For this task the tutor (or other appropriate person within the centre) should supervise the session according to section 10 of this guidance document.

### **Additional controls and information**

Learners must submit their task evidence at the end of the session to their tutor.

The centre must ensure that responses to the task, the pack developed in the initial preparation and research time and any other assessment materials are not taken away by the learner at the end of the session.

## **9. NEA approach to mark schemes and marking**

### **Application of extended response marking grids**

Centres will be provided with training opportunities for how to administer and assess the NEA (including the application of mark schemes). Additionally, the mark schemes provide the following marking guidelines:

*When determining a level, you should use a bottom-up approach. If the response meets all the descriptors in the lowest level, you should move to the next one, and so on, until the response matches the level descriptor. Remember to look at the overall quality of the response and reward learners positively, rather than focussing on small omissions. If the response covers aspects at different levels, you should use a best-fit approach at this stage and use the available marks within the level to credit the response appropriately.*

*When determining a mark, your decision should be based on the quality of the response in relation to the descriptors.*

Although learners are able to submit their tasks in a range of formats the mark scheme should be applied equally, regardless of the method of presentation. You should apply the mark scheme to the content of the tasks, rather than the method of presentation.

## **10. Regulations for the conduct of the NEA**

This section provides instructions on the correct administration of the internally assessed NEA. Failure to comply with these regulations will be addressed via JCQ Suspected Malpractice: Policies and Procedures.

### **Maladministration / malpractice**

If at any time during the assessment there is a violation of these regulations, the Supervisor or Designated Person has the right to void the assessment immediately. This decision must only be made in exceptional circumstances where malpractice is irrefutable. Once voided no allowance can be given retrospectively if the decision is deemed invalid. If they do so they must also inform NCFE immediately with a report of what occurred – please see our Notification of Malpractice forms available on our website.

If any of these regulations are breached by a learner, Supervisor, or other persons involved in the conduct of the assessment, then NCFE may declare the assessment void.

In the event of a suspected or actual breach of these regulations by learners:

- the work completed by the learners concerned and any unauthorised materials (if applicable) must be confiscated from the learner and given to the Designated Person to return to NCFE

- all learners suspected of breaching these regulations should be instructed to leave the room immediately if appropriate to do so, causing the least amount of disruption to other learners
- the Supervisor should report the incident to the Designated Person as soon as possible
- NCFE should be informed immediately of any irregularity
- the centre should conduct its own investigation into the incident and report the incident and their findings to our Provider Assurance team using the relevant Notification of Malpractice forms on our website.

NCFE reserves the right to investigate each case of alleged or actual maladministration / malpractice committed by a learner, Supervisors, or other persons involved in the conduct of the assessment to establish all of the facts and circumstances surrounding the case. The investigation will be carried out in accordance with JCQ Suspected Malpractice: Policies and Procedures.

### **Preparing for the NEA**

NEAs cannot be adapted in any way by the centre; this is to ensure assessments remain fit for purpose and ensure learners are not disadvantaged or advantaged. It also allows us to standardise mark schemes and removes any inconsistencies across centres and learners as changes made may impact on the validity of the assessment.

### **Reasonable adjustments and access arrangements**

NCFE seeks to provide equal access to assessment for all learners registered for its qualifications. NCFE recognises that reasonable adjustments may be required for assessments, and information is available in our Access Arrangements and Reasonable Adjustments Policy. Further guidance is available on our website. This will be reviewed on your annual monitoring review (AMR).

### **Planning the NEA**

Each subject-specific assessment contains a mandatory completion time which is outlined in the Qualification Specification.

Centres will need to plan the sessions to allow learners access to the full completion time available at the end of teaching and delivery. The assessment must not take place until the teaching and learning of all content has been delivered to learners.

### **Storing assessment materials**

The Designated Person will be responsible for:

- the security and integrity of the assessment materials (for example, used / unused assessment materials, partially or fully completed learner work and the assessment documentation) at all times
- ensuring that assessment material is logged on receipt (when downloaded and printed), centres must be able to demonstrate documentation of receipt and secure movement and storage of assessment materials
- storing the assessment material in a secure online area or secure location – access to this storage must be restricted to authorised personnel only ensuring that any unauthorised centre personnel do not have access to the assessment.

### **Preparing the learners for the assessment**

Learners must be fully prepared for the assessment. The assessment must not take place until the teaching and learning of all content has been delivered to learners.

Centres must inform learners of:

- a full schedule of dates, times and locations, as the assessment will be delivered over multiple sessions; this must clearly state the final submission date
- the conditions under which their NEA will be conducted
- the resources they are required to bring to the assessment and what will be supplied by the centre.

### **Accommodation**

To ensure the assessment is administered correctly, the Designated Person is responsible for ensuring the allocated room is:

- suitable in terms of specialist facilities / resources (including computers, software, hardware and printers if applicable), where relevant
- clear of any related wall displays prior to commencing the assessment task, as learners are only allowed to use teaching and learning materials to complete their 2 hours research pack
- stocked with appropriate stationery and any specified items required by learners, specific resource requirements may be discussed between the Teacher and learner to ensure availability – the Teacher may not offer advice on what resources to select
- suitably quiet, undisturbed, with adequate space, heating, lighting, and ventilation.

All learners must be informed and aware of any relevant health and safety considerations that need to be complied with, to ensure they carry out their work in a safe manner.

Learners must be supervised at all times to ensure health and safety practices are observed. Where learners are seen to be working in an unsafe manner, at the discretion of the Teacher, the learner may be removed from the assessment and the remaining time rescheduled.

### **Issuing tasks**

#### **Research support pack**

Prior to commencing the formal 17 hours 30 minutes of NEA time, learners should be allocated 2 hours of preparation and research time. During this time learners may have access to the project brief but may not access the NEA tasks. This 2-hour time period is entirely open book where learners can access their teaching and learning materials, textbooks, internet and other published materials. From this they should develop a research support pack which can be used as their source of information when completing the NEA.

This is the only support material that is permitted during the completion of NEA tasks (unless otherwise stated within each task instructions) and must be submitted to the supervisor at the end of each session and kept secure. The material developed in the planning, preparation and research time should not be submitted as assessment evidence as this will be considered malpractice. Additionally, this must be retained and made available to NCFE upon request.

It is also vital that learners cite sources of information within their NEA. As a minimum this should include the following:

- the use of quotation marks to clearly identify any passages not of their own words
- date accessed
- name of source / author.

The research pack should be no more than four sides of A4 in font size 12. This can be handwritten or electronic. Where the research pack is electronic the centre is responsible for ensuring this is only accessed within supervised session. The support pack must be returned to the supervisor at the end of each task / session and retained with the completed NEA.

## NEA brief

NEA tasks must be issued one at a time and in the correct sequence to appropriately meet the requirements of the task in terms of resources and organisation of the learning environment. All learners should start each task at the same time to promote fairness and prevent unfair learner advantage and aid centre manageability. Centres should ensure that learners understand their options to revisit and amend parts of the NEA should they have additional time left at the end of a scheduled session.

## Requirements to administer the NEA

The person appointed to supervise the assessment must ensure the following points are adhered to:

- Browsing history should be cleared, prior to commencing the NEA tasks.
- Learners may access teaching and learning materials, including their own personal notes, to complete their research support pack **only**.
- Once the formal timetabled hours for the NEA commence, only access to the research support pack is allowed, unless otherwise stated within section 8 for the delivery of the specific assessment task.
- Learners must have access to the appropriate resources required to complete the NEA tasks outlined in section 8.
- Learners can rework their evidence at any point during the supervised sessions.
- Supervisors cannot give the detail of what is missing or needs improving to learners.
- Learners should use the evidence requirements to decide themselves how to improve it.
- All work must be completed within supervised timetabled sessions and work must not be carried out at home.
- All submitted evidence must be authenticated and attributable to the learner.
- Learners must be made aware of the importance of this and how it may impact their overall grade if evidence is found not to be the learners' own work.
- Internet browsing history can be presented in the following formats: printed, screenshot or an IT-based centre report, and retained for moderation purposes.
- On completion of the assessment the supervisor must immediately ensure that completed and unused assessments are collected and stored securely (this includes preparation and work materials). Learners must hand in all evidence following each supervised assessment session and will not be able to work on their assessment outside of the supervised assessment sessions.
- Materials cannot be reissued to learners until the beginning of the next supervised session.
- At the end of each supervised session the supervisor must check the number of tasks submitted by the learner is accurate and clearly labelled.
- The learner and Assessor must complete the **Declaration of Authenticity Form** at the end of the assessment, before any marking takes place. **The form can be found at the end of the learner copy of the NEA brief.** Once completed, the declaration of authenticity must be stored securely within the centre. A copy of this declaration form must be made available to NCFE upon request.
- Where assessment requires images / videos of learners and / or participants, the GDPR Consent Form must be completed by the learner and any other participants. The Administrator should check this has been completed fully and correctly. Where applicable, this form will be found at the end of the learner copy of the NEA.
- The learner must complete the **GDPR consent form**. NCFE may select learner work for use at teacher training or standardisation events. If so, the learner work would be anonymised. **The form can be found at the end of the learner copy of the NEA brief.** The Assessor must check this has been filled out fully and correctly. Section A is to be completed by the learner and Section B must be completed by any participants who feature

in the work. The completed form must be retained within the centre and is not to be sent to the Moderator or NCFE unless specifically requested.

- Confidentiality of the materials must be maintained at all times. This process must be documented as part of your policy for safe storage of assessment materials. This policy will be checked as part of your Annual Monitoring Review and any subsequent Assessment Audit Reviews. Any non-adherence or concerns will be documented in our report on completion of the review and actions will be set with an appropriate review date. Non-completion of actions may result further investigations from our Provider Assurance team, who will investigate to ensure malpractice and maladministration policies are being followed.
- If a learner does not sit the NEA, you must securely destroy any assessment materials downloaded and withdraw the learner via the NCFE Portal.
- Learners will have **one** opportunity to sit the NEA each session, therefore if a learner does not achieve, they will need to be re-registered to sit the NEA and EA for the next series.

Supervisors must:

- remain alert and be able to observe all learners, at all times
- report immediately any issues which may occur during the assessment to the Designated Person.

Supervisors must not:

- leave the assessment room without another Supervisor being present
- read or carry out any other activity unless stated within assessment brief
- comment or offer advice or feedback to the learner about their work
- lead on any of the tasks
- direct learners
- provide templates or writing frames for learners to complete
- take copies of learner work
- label or reference completed work on behalf of the learner.

### **Assessment and feedback**

During the supervised sessions supervisors can discuss the following with the learners:

- the conditions in which the assessment must be undertaken (see appendix A)
- where to save their electronic work and be able to access the secure storage medium
- time management of the hours available
- support with technical requirements, such as obtaining browser history.

Supervisors **must not** give any feedback to a learner on how a task or area can be improved. Learners must independently decide how to approach assessment and associated tasks. If a learner asks for advice on the completion of their assessment the Supervisor must remind them that they must work independently, and the work must be their own.

Learners' work must not be assessed, marked or internally quality assured during supervised sessions.

### **On completion of the NEA**

The Assessor will summatively assess and mark all learner evidence for the NEA in line with the mark schemes provided by NCFE.

Assessors can mark work after each task, but feedback cannot be given to learners until the whole NEA has been completed. Learners cannot re-work the task after feedback is provided.

You do not need to annotate the learners' work, although if this assists your marking please do so. A proforma will be included in the assessment pack to use for assessor feedback and comments. This should be completed at task level to indicate how assessment decisions were made and marks awarded. The feedback form will be required for upload and used as part of the moderation process.

In line with JCQ guidance, centres should inform learners of their centre assessed marks before marks are submitted to NCFE in order to allow for any internal centre appeals.

Centres should make it clear to learners that any centre assessed marks are subject to change through the moderation process.

### **Internal quality assurance**

As the NEA is moderated, the centre's internal quality assurance (IQA) efforts need to be focused on up-front standardisation. Standardisation will ensure assessor's judgements are in line with qualification specification and grading criteria.

Centres need apply their own IQA policy / process based on the outcome of standardisation activities they complete to satisfy their own internal quality assurance.

IQA records will not be required to be uploaded for moderation; however, centres must maintain IQA records within the centre and make them available to NCFE on request.

### **Submitting learner marks and evidence**

The deadline for submission of the NEA is 30 April annually. All learner marks must be submitted no later than the submission date of 30 April. Any submissions made after this date will be classed as a late submission and will be moderated at NCFE's discretion. NCFE will investigate all late submissions.

Only in exceptional circumstances, and if appropriate to the qualification, will NCFE accept late submissions. In line with our special considerations policy a short extension of no more than 2 weeks may be applied. As soon as a centre is aware that they may miss the submission deadline they must submit a notification for a special consideration.

Failure to meet the deadline will result in delays to results for the full cohort and we cannot guarantee results for results day. This may impact your AMR risk rating and we may also refer the case to Provider Assurance for investigation.

## **11. Moderation**

The NEA assessment will be marked by Assessors at your centre and these marks will be reviewed by an NCFE Moderator.

We highly recommend you attend annual NCFE training events to ensure Assessors are making well-informed assessment decisions. Failure to attend this training may lead to inconsistencies between Assessor and Moderator marks which may delay moderation outcomes.

You will be asked to submit marks for each learner on the Portal, and we will use these marks to select learners to be sampled based on JCQ sampling strategy. You will be able to view learners selected for sampling on the Portal.

Learners selected for sampling will be visible on the Portal the day after the window closes. Centres will be required to view the sampling plan on the portal and upload learner evidence for

sampled learners within 48 hours. Guidance on how to do this can be found in the Portal user guide.

Moderation will take place remotely and feedback will be provided on results day in a final moderation report accessed on the Portal.

Please refer to our user guide to remote moderation and preparing for moderation pages on our website for more information.

During moderation the Moderator will assess the sample.

You will receive a Moderation report to explain the outcome of the moderation activity along with areas performed well and areas for development.

### **Enquiries about results and assessment decisions**

The only form of enquiry allowed on NEA is a review of moderator marks. We are unable to review marks for individual learners.

A review of moderator marks is a check on the original moderation to make sure the assessment criteria has been applied fairly, reliably, and consistently. Please note this is not a remark and no specific feedback will be provided.

This service is not available for individual learners. Requests must be made by unit / component, for all learners on a cohort. If provider marks were taken forward as final marks, this process is not available.

Any reviews of moderation will determine whether there was a moderation error. Should an error be identified, any adjustments made following moderation will be reviewed and revised to the extent necessary to correct the effect of the error and we will inform you of any changes to marks. No other changes will be made and where learners are entered for certification in the same series, only improvements to qualification grades will be implemented.

Further information is available on our Enquiries about results and assessment decisions page on our website.

## **12. Training**

Training is available to support the completion of the NEA and will provide all the information you need to deliver, assess and internally quality assure the NEA. It will cover the completion of record keeping, key dates, the administration of the NEA and administrative requirements for moderation.



## 13. Appendices

### **Appendix A – Instructions for the Supervisor to read out before starting supervised sessions**

The following should be read out at the beginning of each supervised session:

- I am now in the role of Supervisor for this assessment not your teacher.
- This non-exam assessment consists of supervised sessions. You have a list of dates and times when the supervised sessions will take place.
- You must work independently and decide yourself how to approach the assessment tasks.
- Read the 'instructions for learners' in the assessment brief and make sure that you understand them.
- I cannot provide you with feedback on what task or area could be improved, or how to improve it. You must work out how to improve it yourself.
- All the work produced for the assessment must be your own.
- All your evidence must be clearly labelled with your name and task number.
- You should not upload or share any work or evidence on any social media sites or discuss with anyone.

## Version control:

<b>Date approved</b>	31/08/2023
<b>Approved by</b>	Kay Barrass
<b>Review date</b>	01/09/2024

Only approved versions of this document should be documented in the below table:

Version Date		Revision author(s)	Summary of changes
1.1	01 September 2023	M. Rickman	<p>Section 7.1 – Additional information provided on the creation and use of the research pack.</p> <p>Section 7.2 - Clarification of requirements for centres to maintain a record of their assessment timetable and learner attendance.</p> <p>Section 8 and section 10 – IT based centre report added to the acceptable formats of Internet browsing history.</p> <p>Section 10 – Additional information provided on the format of when and how to provide feedback to learners.</p> <p>Section 10 – Additional information provided on the requirements for maintenance of IQA records.</p>