

# Regulations for the Conduct of NEA - Non-Exam Assessment

## To be used for

- 603/2650/5 - NCFE LEVEL 1/2 Technical Award In Health & Fitness
- 603/2964/6 - NCFE LEVEL 1/2 Technical Award In Art & Design
- 603/2963/4 - NCFE LEVEL 1/2 Technical Award In Engineering
- 603/2955/5 - NCFE LEVEL 1/2 Technical Award In Business & Enterprise
- 603/2960/9 - NCFE LEVEL 1/2 Technical Award In Performance Skills

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## Section 1 - Introduction

### 1.1 Overview of Regulations

This document provides instructions on the correct administration of the Non-Exam Assessment (NEA) Synoptic Project element of the NCFE Combined L1/L2 Technical Awards where assessments and associated grading descriptors are provided by NCFE.

These regulations seek to ensure the integrity and security of the assessment is maintained at all times. Failure to comply with these Regulations will be addressed via our Maladministration and Malpractice Policy.

### 1.2 Responsible/Designated Person

- Responsible Person - responsible to NCFE for making sure all synoptic projects are conducted in line with these Regulations.
- Designated Person – responsible for the administration of the assessments in line with these Regulations.

The responsible person must not appoint themselves as the Designated Person. These roles are distinct and intended to be separate.

### 1.3 What is the Synoptic Project?

The Synoptic Project is an internally graded non-examination assessment that measures subject-specific knowledge and skills that cannot be fully assessed by timed written examinations. It is a form of controlled assessment.

Controlled assessment is a form of internal assessment in which control levels are set for each stage of the assessment process:

- task setting
- task taking
- task marking

#### **Task setting: high control:**

- The Synoptic Project is set by NCFE. Centres must not design their own projects and tasks or adapt the ones supplied

#### **Task taking: medium control:**

- Centres must ensure there is formal supervision of every learner to enable work to be authenticated and ensure work is completed under the required conditions.
- Learners may complete tasks in the usual classroom setting and may carry out research from a range of published sources, including the internet.

- Learners may use their research notes to support them in completing the Synoptic Project. Learners may also have access to teaching and learning materials.
- Teaching and learning materials cannot be submitted as evidence.

**Task marking: medium control:**

- Centres must use the grading descriptors and marking guidance provided by NCFE to assess the learner's work.
- The teacher assumes the role of Assessor during the project and must not lead on the completion of any tasks or provide any feedback or guidance on how to complete the tasks to the learner whilst they complete their project.
- The teacher can provide guidance on health and safety, available time remaining and the use of any technical equipment.

**1.4 Who should read these regulations?**

To ensure the regulations are correctly applied, they should be read and referred to by:

- the Head of Centre, Chief Officer of an institution or Chief Executive of a company (Responsible Person - see Section 1.1)
- members of the Senior Leadership team
- the Examinations Officer or Quality Assurance Co-ordinator appointed by the Head of Centre (Designated Person – see Section 1.1)
- Curriculum Manager/ Course Tutor responsible for learners undertaking the assessments
- Tutor/Teachers/Assessors delivering NCFE qualifications
- Supervisors for all NCFE assessments.

## Section 2 - Quality Assurance

### 2.1 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 JCQ Suspected Malpractice: Policies and Procedures 2021-22 and submit the relevant notification form from our [website](#)

If any of these Regulations are breached by a learner, Supervisor, or other person(s) 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 learner(s) 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, with minimum 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 form from our [website](#).

NCFE reserves the right to investigate each case of alleged or actual maladministration/malpractice committed by a learner, Supervisor(s) or other person(s) involved in the conduct of the assessment in order to establish all of the facts and circumstances surrounding the case. The investigation will be carried out in accordance with our JCQ Suspected Malpractice: Policies and Procedures 2021-22

### 2.2 Ownership of Assessment Material

All assessment material remains the property of NCFE.

## Section 3 - Preparing for the Synoptic Project

### 3.1 Accessing the assessment materials

The Synoptic Project brief will be released **06 November 2023**. It can be accessed, for all registered learners, by making a booking for a controlled assessment on the NCFE Portal.

Once you have booked your learners onto the assessment, the assessment materials will be available to download, as a zip file, from the booking confirmation page within the portal. For further guidance see the [Portal User Guide](#).

The live project can not be used as a sample assessment. Only the sample materials on QualHub may be used for practice Synoptic Project assessments, and these will be updated annually.

### 3.2 Reasonable Adjustments

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 on our website.

### 3.3 Status in Wales and Northern Ireland

NCFE qualifications have been regulated for use in England, Wales and/or Northern Ireland. Currently NCFE provides qualifications to centres in England and Qualification Specifications and assessment materials are in English.

These materials can also be made available in Wales and Northern Ireland. NCFE can provide Qualification Specifications and assessment materials in Welsh and/or Irish (Gaelic) where requested and appropriate. If a Centre requests an assessment in Welsh or Irish (Gaelic), NCFE will ensure that the assessment will be translated into Welsh or Irish (Gaelic) by a professional translation agency, which can currently take up to 4 months. These requests should be made using the form on QualHub.

### 3.4 Planning the Synoptic Project

Each subject specific Synoptic Project contains a suggested completion time. Centres will need to plan the sessions to allow learners access to fully complete the assessment.

The assessment must not take place until the teaching and learning of all content from Units 1 and 2 has been delivered to learners.

### 3.5 Storing Assessment Materials

The Designated Person will be responsible for:

- the security and integrity of the assessment materials at all times (eg, used/unused assessment materials, partially or fully completed learner work and the assessment documentation)
- ensuring that assessment material is logged on receipt (when downloaded and printed) centres must be able to demonstrate documentation of receipt, secure movement and storage of assessment materials

- storing the assessment material in a secure online area or in a 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 materials or completed learner work

### **3.6 Preparing the Learners**

Learners must be fully prepared for the assessment and the assessment must not take place until the teaching and learning of all content from Units 1 and 2 has been delivered to learners. The centre may provide guidance and support on planning and time management of a project.

Centres must inform learners of:

- the date, time and location of the assessment. A full list of dates must be provided if the assessment is delivered over multiple sessions, this must clearly state the final submission date.
- the resources they are required to bring to the assessment and what will be supplied by the centre.
- learners must independently decide how to approach the Synoptic Project and associated tasks. If a learner asks for advice on the completion of their project, they must be reminded that they must work independently, and the work must be their own

### **3.7 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)
- stocked with appropriate stationery and any specified items required by learners, specific resource requirements may be discussed between the Teacher and learner in order to ensure availability, the Teacher may not offer advice on what resources to select
- suitably quiet, undisturbed, with adequate space, heating, lighting and ventilation.

As learners are allowed to use teaching and learning materials to complete their synoptic project there is no requirement to remove any wall displays

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.

### **3.8 Use of Computers, Internet/Intranet and Electronic Devices**

#### **3.8.1 Use of Computers/Electronic Devices**

Computers may be used during the Synoptic Project assessment. The Designated Person needs to:

- ensure any device used to complete the assessment is provided by the Centre
  - the devices) must be free from any material/additional facilities that would give the learner an unfair advantage, eg, preloaded templates, retrievable information etc.
  - devices must not be borrowed from another learner during the assessment

### **3.8.2 Use of Internet/Intranet**

Internet access is allowed as part of the Synoptic Project assessment.

Any information used from the internet must be appropriately acknowledged by the learner in their work. The evidence must be the learner's own work. Synoptic Project assessment material must not be uploaded onto any website which would make the material available in the public domain, including social networking sites.

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

Intranet – Intranet access is allowed during the assessment. If learners are using the Intranet to store their work this should be in a secure way that only they may access. Learners must not store or post any assessment material on an unsecure publicly accessible area of the intranet.

## Section 4 - Administering the Synoptic Project

### 4.1 Requirements to administer the Synoptic Project

The following requirements apply to administering the NCFE Synoptic Project:

- The learner may access teaching and learning material, including their own personal notes, to complete their Synoptic Project but no teaching and learning material may be submitted as evidence.
- Synoptic Project assessment content must not be altered in any way by the Centre
- Learners must have access to the appropriate resources required to complete the Synoptic Project including research materials and specialist resources

#### Technical Preparation:

- may need to be completed before the start of the assessment eg preparation of recording equipment, costumes, props, sets, make up, audio files etc.
- cameras/microphones must be set up in a suitable place to ensure quality of recording
- Assessors must be able to hear and see both the learner(s) and audience.

### 4.3 Identification of Learners

It is essential that learners are identified prior to the assessment. Learners and Supervisors are required to sign declarations to confirm the authenticity of the work when the learner makes their final submission. This is to prevent potential malpractice and maladministration. Learners must be made aware of the importance of this declaration and the impact this could have on their overall achievement.

### 4.5 Referencing and Plagiarism

Plagiarism is using the work of another person without crediting the source. Our malpractice policy will be followed in all cases of plagiarism and where plagiarism has occurred, grading may be withheld, or additional work may need to be submitted by the learner.

We take the view that there is no intent to plagiarise if the issue can be defined as poor educational practice relating to deficiencies in knowledge and understanding of how to reference. This may be indicated by for example identifiable attempts to reference but they are not used correctly, resulting in an honest mistake.

Examples might include:

- reference to a source in a section of text, where the source material is not clearly identified
- using partial or inaccurate references such as naming the author but not the correct book references
- minimal references at Level 1 and 2, such as inserting a copy of a website URL or adding a simple reference/bibliography section at the end.





Poor educational practice and mistakes in referencing could negatively impact on the grade awarded but will not be considered as plagiarism. For more information and support regarding plagiarism, please see our website.

## Section 5 - End of the Synoptic Project

After the final assessment session, the learner may not have any further access to their Synoptic Project evidence, and it must be securely stored by the Assessor for marking.

### 5.1 Labelling of Work

All individual pieces of evidence produced/storage mediums and additional paper used by the learner during the assessments must be clearly labelled by the learner with:

- learner name
- task number.

### 5.2 Assessor Marking of Learner Evidence

At the end of the Synoptic Project the Assessor will assess and grade all learner evidence for the full Synoptic Project in line with the grading descriptors provided by NCFE. The Assessor must use the relevant grading calculator to calculate the correct grade for each learner. The grading calculator is available on the qualification page of the NCFE website.

The grades and any feedback must not be shared with the learner until the grades have been Internally Quality Assured. If the learner disagrees with the assessment decision you should direct them to your centre's appeals policy, in the first instance.

### 5.3 Resubmissions

Learners are only permitted to have one resubmission; this must be a resubmission of the same Synoptic Project brief which they are permitted to rework. The resubmission must take place in the same year as briefs are retired at the end of the year. Any resubmissions of evidence created in response to a previous project in the following year will be rejected. Only the final grade will be entered into the NCFE Portal.

### 5.4 Submitting Grades

The assessor grades can be entered as soon as you have completed your assessment and internal quality assurance of learner's work. Grades must be entered into the NCFE Portal no later than **Friday 24 May 2024** which is the final submission date for grades.

EQA reviews must be completed by **31 July 2024** to ensure that certification and claims can be processed timely. EQA review dates should be arranged well in advance to ensure centres have sufficient time planned to prepare for the review and to avoid delay.

### 5.5 Banked Grades - Issuing the Result

The Assessors grades will be Externally Quality Assured by NCFE. If the grades are signed off, they will be 'banked' in the system by the EQA. The overall result will be calculated, and you'll be able to claim certificates via the portal. If the grades are not signed off the centre will be given an action plan to carry out reassessment.

### 5.6 Claiming Certificates

Once you have checked learner results, **you'll need to claim the certificate via the NCFE Portal**. Only when you have made a certification claim will the certificate be processed.

## 5.6 Late Submissions

Any grades entered into the portal after **Friday 24 May 2024** will be considered a late submission and results aren't guaranteed to be issued in time for results release day.

You must inform us as soon as possible if you know learner grades will be submitted after the final submission date by completing the Late Submission form which can be found in the forms section of our website.



## Section 6 - Contacts

If you have any queries about the content of these Regulations, please contact the External Quality Assurance Team

Email: [ega@ncfe.org.uk](mailto:ega@ncfe.org.uk)

Telephone\*: 0191 239 8000

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\*To continue to improve our levels of customer service, telephone calls may be recorded.