



Non-Examination Assessment (NEA) / Coursework / Controlled Assessment Management Policy

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Effective date: 21 February 2026

Review date: 21 February 2027

Policy owner: Anis Zaman, Director

Head of Centre: Eman Ahamed

Exams Officer: Anis Zaman

Designated Safeguarding Lead (DSL): Stephen Montford, Head of Mathematics

Deputy DSL: Eman Ahamed

Data Protection Officer (DPO): Eman Ahamed

SENCo Lead (internal): Stephen Montford, Head of Mathematics

External SENCo: Lahcen Lebetiou

Applies to: All LMSC staff and students involved in any qualification components assessed by NEA, coursework, controlled assessment, internally assessed units, or internally assessed assignments that contribute to certification (including where awarding body moderation/verification applies)

1. Purpose

This policy sets out how London Maths & Science College (LMSC) will plan, deliver, supervise, authenticate, mark, standardise, store, submit and retain evidence for **Non-Examination Assessments (NEA)**, coursework, controlled assessments and other internally assessed components.

It ensures:

- assessment evidence is the student's own work and is appropriately authenticated;
 - assessment decisions are fair, consistent, and aligned to awarding body criteria;
 - secure handling of confidential assessment materials and candidate evidence;
 - accurate submission to awarding bodies within deadlines;
 - robust controls to prevent and manage malpractice (including AI misuse).
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2. Scope

This policy applies to all internally assessed components, including:

- GCSE/AS/A Level NEA and coursework (where applicable);
- controlled assessments or tasks set/required by awarding bodies;
- vocational/technical internally assessed assignments and evidence portfolios (where applicable);
- any internal assessment contributing to a qualification outcome and subject to moderation/standards verification.

It applies to all stages: setting and issuing tasks, supervision, drafting, feedback, authentication, marking, internal standardisation, submission to awarding bodies, and retention of evidence.

3. Key principles

LMSC will ensure that:

1. **Assessment validity** is protected: work submitted for assessment must be the learner's own, produced within the rules for that qualification.

2. **Authenticity** is actively managed through supervision, monitoring, and evidence-based checks—not assumed.
 3. **Consistency** in marking is secured via internal standardisation and quality assurance before submission.
 4. **Security and confidentiality** are maintained for tasks, materials and candidate evidence.
 5. **Fair access** is provided through reasonable adjustments and access arrangements where applicable, without compromising assessment integrity.
 6. **Transparency** is maintained: students understand rules, deadlines, and consequences of malpractice.
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4. Definitions

- **NEA (Non-Examination Assessment):** Assessment of candidate work not conducted under full written exam conditions, contributing to a qualification grade and subject to awarding body rules and moderation.
 - **Coursework:** Candidate work produced over time, assessed internally and often moderated externally.
 - **Controlled assessment:** Work completed under specified levels of control (supervision, resources, time, collaboration limits) defined by the awarding body.
 - **Authentication:** The process of confirming that work submitted is the candidate's own and meets the rules on collaboration, sources, and assistance.
 - **Internal standardisation:** A process ensuring that different assessors apply assessment criteria consistently across a cohort.
 - **Malpractice:** Any act/omission that undermines assessment integrity, including plagiarism, collusion and AI misuse.
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5. Roles and responsibilities

5.1 Director

- Ensures this policy is implemented across LMSC.
- Ensures staffing, training, and time are available for compliant assessment delivery and internal quality assurance.
- Receives reports of serious irregularities and ensures corrective action.

5.2 Head of Centre

- Accountable for assessment integrity and compliance.
- Ensures systems are in place to prevent malpractice and maladministration.

5.3 Exams Officer

- Maintains oversight of awarding body submission windows and deadlines for NEA/coursework components.
- Supports departments with administrative requirements for moderation submission, sample requests, and secure dispatch where applicable.
- Ensures required documentation is retained and inspection-ready.

5.4 Heads of Department / Subject Leads (where applicable)

- Plan NEA/coursework delivery to align with awarding body rules and centre timelines.
- Ensure staff understand the permitted level of support/feedback.
- Ensure authentication and standardisation processes are followed and evidenced.

5.5 Teachers/Assessors

- Deliver NEA/coursework in accordance with the specified controls.
- Provide only permitted feedback and maintain evidence of how support was given.
- Conduct authenticity checks and report concerns immediately.
- Mark work accurately using awarding body criteria and participate in standardisation.

5.6 Internal Quality Assurance / Internal Verifier (where applicable)

- Checks assessment decisions are consistent, evidence-based and compliant.
- Ensures records of standardisation and sampling are retained.

5.7 SENCo Lead and External SENCo

- Advise on reasonable adjustments and access arrangements relevant to NEA/coursework.
- Ensure support does not compromise authenticity and that evidence is maintained appropriately.

5.8 Students

- Must comply with rules on independent work, collaboration, sources and use of technology.
 - Must submit work that is their own and complete required authentication statements.
 - Must not use AI tools or third-party assistance in ways that breach assessment rules.
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6. Planning and scheduling

6.1 Annual NEA/Coursework timetable

LMSC will operate an annual internal schedule that includes:

- task issue dates (where centre-set or awarding body released);
- supervised sessions and controlled assessment windows (where required);
- interim checkpoints and draft deadlines;
- internal marking and standardisation windows;
- awarding body submission dates and contingency time.

This schedule is managed by Heads of Department/Subject Leads in coordination with the Exams Officer to ensure awarding body deadlines are met.

6.2 Staffing and resourcing

Departments must ensure:

- qualified assessors are allocated;
 - time is protected for marking and standardisation;
 - secure storage is available for evidence and controlled materials.
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7. Issuing tasks and maintaining confidentiality

7.1 Task issue

Where tasks are externally set or released by an awarding body:

- tasks must be handled confidentially and only released to students in line with awarding body rules;

- tasks must not be shared externally or uploaded to public platforms.

Where tasks are centre-set (if permitted by the specification):

- tasks must be designed to meet assessment objectives and allow valid assessment;
- tasks must be checked internally for fairness and accessibility.

7.2 Secure handling of materials

- Any confidential materials must be stored securely, with restricted access to authorised staff.
 - Printing and electronic storage must be controlled to prevent unauthorised access.
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8. Supervision, control levels, and permitted support

8.1 Supervision levels

For each internally assessed component, the Subject Lead must document and apply the awarding body's required controls (as applicable), including:

- time allowed and working conditions;
- supervised vs unsupervised elements;
- permitted resources and reference materials;
- collaboration rules and group work conditions.

8.2 Permitted teacher support

Teachers may provide only the level of support permitted by the qualification rules. As a minimum, LMSC will ensure:

- feedback does not cross into "editing" or producing work for the student;
 - feedback is focused on process and meeting the assessment requirements, not on supplying content;
 - teachers keep brief records of significant feedback interactions where required to evidence compliance.
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9. Authenticity and candidate authentication arrangements

9.1 Candidate declaration and authentication

LMSC will require authentication for each internally assessed component, including:

- student confirmation that work is their own and sources are acknowledged;
- teacher confirmation that the work was completed under required conditions and appears authentic.

9.2 Authenticity controls (minimum standard)

LMSC applies the following authenticity controls to all NEA/coursework:

- staged checkpoints with evidence of progression (planning notes, drafts, version history);
- supervised work sessions where feasible/required;
- comparison against classwork, mock performance, and known writing style;
- structured questioning/viva-style checks where authenticity is uncertain;
- use of plagiarism detection tools where appropriate (not as the sole determinant);
- controlled storage and submission routes to reduce risk of substitution.

9.3 Group work / collaboration

Where collaboration is permitted:

- each student must produce clearly attributable individual evidence;
- teachers must verify individual contributions;
- assessment decisions must be based on individual evidence only.

9.4 AI misuse controls

LMSC treats AI misuse as malpractice unless the awarding body explicitly permits use and the student properly acknowledges it in the manner required. LMSC will:

- provide students with clear rules about AI use for each internally assessed component;

- require students to retain planning/draft evidence showing genuine authorship;
 - investigate anomalies (sudden shifts in style, unexplained improvement, inconsistent understanding);
 - treat unacknowledged AI-generated work or AI use during restricted tasks as suspected malpractice and manage it under the LMSC Malpractice and Maladministration Policy.
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10. Reasonable adjustments and access arrangements in NEA/coursework

LMSC will ensure that students with disabilities/SEND are not disadvantaged and that appropriate reasonable adjustments are considered. Any adjustment must:

- be consistent with the awarding body rules for that component;
 - preserve the validity and authenticity of the evidence;
 - be recorded and implemented consistently.
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11. Marking, internal quality assurance, and standardisation

11.1 Marking

- All work must be marked using the published assessment criteria/mark schemes.
- Teachers must record marks clearly and retain annotation/markings evidence consistent with awarding body expectations.

11.2 Internal standardisation (mandatory where multiple assessors)

LMSC will conduct standardisation for each internally assessed component involving:

- agreement of marking interpretation using exemplar work;
- cross-marking/sampling across teaching groups;
- resolution of discrepancies and adjustment of marking where required;

- documented records of meetings, decisions, and final agreed approach.

11.3 Internal moderation / verification (where applicable)

For vocational/technical units:

- internal verification/sampling will take place in line with awarding body QA requirements;
 - records will be retained to evidence decisions and actions.
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12. Submission to awarding bodies and moderation requests

12.1 Marks and evidence submission

- Departments submit final marks to the Exams Officer by the internal deadline set for the series.
- The Exams Officer submits marks to awarding bodies by the required deadlines and manages any moderation sample requests.

12.2 Moderation sample and evidence transfer

Where awarding bodies require samples or evidence uploads:

- evidence must be complete, clearly labelled, and attributable to the correct candidate;
 - evidence must be transferred securely and in line with awarding body guidance;
 - a record of what was sent, when, and by whom is retained.
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13. Storage, confidentiality, and retention of evidence

13.1 Secure storage

- Candidate work (paper and electronic) must be stored securely with controlled access.

- Work awaiting marking/standardisation/moderation must not be accessible to students or unauthorised staff.

13.2 Retention and disposal

- LMSC retains internally assessed evidence and relevant records for the period required by awarding bodies and any applicable centre retention schedule.
- Where disposal is permitted, it will be done securely (shredding for paper, secure deletion for electronic).

13.3 Data protection

Candidate work may contain personal data. Access is restricted to staff with a legitimate role-based need, and data is processed in line with LMSC data protection arrangements.

14. Malpractice, irregularities, and escalation

14.1 Reporting suspected malpractice

Staff must report immediately to the Exams Officer (Anis Zaman) and Head of Centre (Eman Ahamed) if they suspect:

- plagiarism, collusion, impersonation, or purchased assignments;
- unauthorised assistance from staff, parents, tutors or third parties;
- AI misuse;
- falsification of records or authentication.

14.2 Investigation and awarding body reporting

LMSC will:

- secure evidence and take statements as required;
- manage the case under the LMSC Malpractice and Maladministration Policy;
- report to the awarding body where required and cooperate with investigations.

14.3 Candidate support and fairness

LMSC will support students through the process and ensure decisions are fair, evidence-based, and consistent.

15. Staff training and student guidance

LMSC will ensure:

- staff involved in internal assessment receive annual briefing on NEA/coursework rules, permitted feedback, standardisation, and authenticity/AI controls;
 - students receive clear guidance on what constitutes plagiarism, collusion, and AI misuse, and on correct referencing and acknowledgement.
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16. Monitoring and review

The Director will monitor:

- compliance with internal timelines;
- standardisation evidence and effectiveness;
- incidence of suspected malpractice and outcomes;
- improvements needed following moderation feedback or internal audit.

This policy is reviewed annually and updated immediately when awarding body requirements change.

17. Related LMSC policies and documents

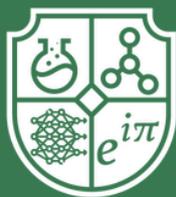
- Malpractice and Maladministration Policy
- Internal Appeals Procedure
- Exam Security Policy
- Exam Room Conduct and Invigilation Policy
- Equalities Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Exams Office Operations Manual (ICE-mapped)

18. Approval

This policy is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

Approved by: Anis Zaman, Director

Date approved: 21 February 2026



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