

Newcastle University

National Professional Qualifications

Assessment Policy

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Assessment Policy

1. All NPQ summative assessments will be written in line with DfE requirements.
2. All NPQ assessment will happen within the designated assessment window.
3. All assessments will be submitted and assessed online via the platform Moodle.
4. Assessment deadlines will be shared with participants at the start of their programme and timely reminders will be sent via email and or the online platform.
5. Participants will have two attempts to complete their assessment, i.e., if they fail their first attempt then they will have one more attempt.
6. Results will be released in accordance with DfE and the Government Appointed QA agent's timelines and requirements, via the online platform Moodle. This is approximately 3-4 months after they have completed the assessment, due to marking timelines, including internal and external moderation procedures.
7. New assessors will be given training through Newcastle University prior to any marking being released to them.
8. All assessors will be required to attend scheduled training, and they are required to attend the relevant programme standardisation sessions each window in order to be allocated scripts to mark.
9. All assessments will be marked anonymously.
10. We aim for all assessment to be conducted by those with no prior connection to the participant: thus, assessors should not mark the submissions of participants for whom they have facilitated sessions, or with whom they have another connection such as working in the same school. Any conflicts of interest should be disclosed.
11. Wherever possible, assessors will be assigned to mark submissions where participants are from the same facilitation group in order to ensure consistency of one assessor and also to assist with detecting plagiarism or other [academic misconduct](#).
12. High quality constructive feedback will be provided for each participant. This will include criterion specific feedback for each of the 4 sections of the assessment, and a final summative comment.
13. High quality constructive developmental feedback will be provided for each assessor, each window, through the internal moderation process.
14. All assessment will be conducted using the Specific Mark Scheme for that specified programme and scenario.
15. At least 10% of scripts from each NPQ programme at each assessment window will be internally moderated,

which will include at least one script from each assessor (second marking).

16. At least 10% of scripts which fail will be included in the moderation sample. If a pattern of inaccurate marking emerges, a larger sample from the programme and or the relevant assessor(s) will also be moderated.
17. At least 10% of moderated scripts will be Quality Assured by the Lead Moderator (final marking).
18. In the event that an assessor has had difficulty assessing a script they should request a second opinion through the Lead Assessor.
19. In the event that a script overruns the word count by more than 10%, the extra words will not be marked. This may lead to a candidate failing if not all criteria are met within the word limit, as criterion 4 is most likely to be the section of the script that is affected, and it is this section that requires a minimum score of 2 for the script to pass.
20. In the event that a participant fails, and this is their first attempt, they will be invited to submit in an appropriate future window. They are allowed one opportunity to resit the summative assessment.
21. In the event that a participant wishes to appeal their outcome, our [NPQ Assessment Appeals Policy](#) will be invoked.
22. Candidates are required to confirm that the submission is entirely their own work, with no evidence of plagiarism or inappropriate use of AI.
23. Where plagiarism or inappropriate use of AI (i.e., AI used to write their answer) are suspected, or there is another reason for academic misconduct, the assessment team will implement the [NPQ Assessment Academic Integrity Policy](#).
24. Late submissions cannot be accepted, unless an extension is granted (see Deferrals, Extensions and Re-sits below).
25. If a response is not submitted by the designated deadline, and the participant has accessed the assessment materials, this will count as a failed attempt. If this is the participant's first attempt, they will be able to submit their second attempt in an appropriate future assessment window, answering a new scenario. If a response is not submitted by the designated deadline, and the participant has **not** accessed the assessment materials, this will not count as a failed attempt, and the participant will be able to submit in an appropriate future assessment window.
26. Participants who are unable to submit due to extenuating circumstances will be referred to the deferral section of our NPQ Assessment Policy (below) and a solution devised on a case-by-case basis.

Deferrals, Extensions and Re-sits

1. Where a participant wishes to defer before an assessment window starts, they should contact their Associate College, Delivery Partner or equivalent and follow the deferrals policy and process. This also applies if the participant has not yet met the 90% engagement requirement.
2. Once the assessment window has opened, if participants have extenuating circumstances, they can request an extension or deferral via an online form which will be provided on request by contacting Newcastle University (npqassessment@newcastle.ac.uk). Requests will be assessed on a case-by-case basis.
3. If an extension is granted, then this is up to a maximum 24 hours. An extension would only be longer than 24 hours in exceptional circumstances.
4. If the assessment materials have not been accessed, and provided their reason for requesting a deferral is in line with the NPQ Provider's deferral policy, participants can defer without penalty (i.e., they will still have

their two attempts to complete the NPQ assessment).

5. If a participant accesses the assessment materials and then requests an extension or to defer their assessment, they should contact Newcastle University as soon as possible. Cases will be considered individually, but deferral at this stage is unlikely to be permitted except in exceptional circumstances. Should the deferral not be permitted, and the participant does not submit, this would usually be classed as a failed attempt (see point 25 above).
6. Participants who are resitting, will need to confirm in writing with the assessment team when they wish to complete their resit.

Non-responsive participants

1. Non-responsive participants who are eligible for assessment: eligible participants who do not submit their assessment and do not access the assessment scenario and materials, will be automatically entered into two consecutive assessment windows without requiring prior confirmation of intent to submit, unless otherwise advised. If these participants continue to be non-responsive, they will not be entered into a third assessment window without explicit prior confirmation of their intent to sit the assessment. This confirmation must be received in advance of the window opening.