

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. New assessors will be given training through Newcastle University prior to any marking being released to them.
4. 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.
5. 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.
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 months after they have completed the assessment, due to marking timelines, including internal and external moderation procedures.
7. All assessments will be submitted and assessed online via the platform Moodle.
8. All assessments will be marked anonymously.
9. 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.
10. 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 (see also point 22).
11. 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.
12. High quality constructive developmental feedback will be provided for each assessor, each window, through the internal moderation process.
13. All assessment will be conducted using the Specific Mark Scheme for that specified programme and scenario.
14. 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).
15. 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.
16. At least 10% of moderated scripts will be Quality Assured by the Lead Moderator (final marking).

17. In the event that an assessor has had difficulty assessing a script they should request a second opinion through the Lead Assessor.
18. 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.
19. In the event that a participant fails, and this is their first attempt, they will be invited to submit in the next window. They are allowed one opportunity to resit the summative assessment.
20. In the event that a participant who has failed wishes to appeal the outcome, our [NPQ Assessment Appeals Policy](#) will be invoked.
21. Candidates are required to confirm that the submission is entirely their own work, with no evidence of plagiarism or inappropriate use of AI.
22. Where you may suspect plagiarism, inappropriate use of AI (i.e., AI used to write their answer), or another reason for academic misconduct, you may wish to refer to our [NPQ Assessment Academic Integrity Policy](#).
23. Late submissions cannot be accepted. Participants will need to submit in the following assessment window, answering the new scenario. No penalty will be incurred.
24. 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

1. Where a participant wishes to defer prior to assessment materials being released, 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. Should a participant wish to defer once the assessment window has opened, they can do so without penalty if the assessment materials have not been accessed, and provided their reason is in line with the NPQ Provider's deferral policy.
3. If a participant accesses the assessment materials and then requests to defer their assessment, they should contact Newcastle University. 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, this would usually be classed as the participant's first attempt.
4. Late submissions cannot be accepted. Where a participant is struggling to submit, they should contact Newcastle University immediately.
5. Participants who are unable to submit due to extenuating circumstances should contact Newcastle University and a solution will be devised on a case-by-case basis. This may or may not be classed as a first attempt.