



The purpose of this guidance is to support teachers when preparing for and conducting internal assessments.

Many WJEC WJEC Eduqas qualifications include non-examination assessments (NEA) as well as timetabled exams. Non-examination assessments may be internally marked by teachers and externally moderated by WJEC or alternatively they may be marked by WJEC.

Non-examination assessments can include coursework, controlled assessments and portfolios.

Instructions and guidance for teachers on conducting non-examination assessments are available in WJEC specifications and guidance documents as well as JOQ instructions and notices. The following section will guide you to the relevant documents for each type of gualification.

When setting NEA tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation in addition to the <u>JOQ</u> Instructions for conducting non-examination assessments

When setting tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation in addition to the <u>JOQ Instructions for</u> conducting coursework.

When setting tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation.

All our specifications and related documentation are available on our <u>WJEC</u> and <u>Eduqas</u> qualification webpages.

All students must be given a fair opportunity when completing their NEA and be neither advantaged nor disadvantaged compared to other students. To ensure fairness, it is important that the instructions and guidance are followed consistently and that students know what is expected of them. Non-compliance may be investigated as maladministration or malpractice. To ensure fairness and prevent malpractice, teachers must:

• maintain the confidentiality of live assessment materials

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