



**Ambition  
Institute**

# **NPQ Assessment Participant Handbook**

**KEEP  
GETTING  
BETTER**

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### What is the assessment?

At the end of the programme, you will be provided with a summative assessment in the form of a case study that:

- is a minimum of 2,000 words in length;
- covers content referred to in the relevant NPQ Content Framework;
- represents a likely situation to be faced by a participant at the relevant NPQ qualification level or role;
- allows you to demonstrate your understanding of the relevant NPQ Content Framework and offers you the opportunity to demonstrate that you can successfully apply this;
- tests you on a variety of both 'learn that' and 'learn how to' statements from within the relevant NPQ.

You will answer 3 questions and the total maximum word count will be 1,500.

It will be an 'open book' exam and you will be able to refer to course material.

You will have a window of 8 days in which you should complete and submit the assessment.

### What do I need to do to enter my assessment?

You will be automatically entered for your assessment, if you complete 90% of your NPQ content by your programme's deadline, in advance of your NPQ assessment. If you are not sure when your deadline is, you should contact Ambition Institute or your delivery partner.

If you do not complete 90% of your programme by the deadline, and do not contact your provider prior to the deadline, you will be withdrawn. Any unused submission attempts would be forfeit when you are withdrawn.

If you don't think you can achieve 90% completion by your deadline, contact Ambition Institute or your delivery partner prior to your 90% deadline. In extenuating circumstances, you may be able to arrange a deferral.

If you achieve 90% completion and are entered into the assessment but do not submit, you will lose a submission attempt (unless extenuating circumstances apply). If you think you're entitled to an exemption during the assessment window, due to extenuating circumstances, contact Ambition Institute or your delivery partner to discuss.

### **How is my programme engagement calculated?**

We calculate your rate of engagement based on the following:

- Completion of the 'Study' and 'Apply' modules on Steplab;
- Attendance at the Conference and Clinics or completion of 'catch up' materials for the Conference and Clinics
- School Visits (NPQH only)
- Coaching (NPQEL only)

We do not include:

- Community sessions – Communities are an important part of your programme however, as they are an opportunity for problem-solving with your peers and there are therefore no 'catch up' materials, they do not contribute towards your engagement figure.

### **How will I access the assessment?**

If you have engaged with at least 90% of the programme 2 full weeks before your assessment window opens, you will automatically be given access to the assessment via MyAmbition. This will become available at 13:00 (lunchtime) on the day your assessment window opens.

### **How long do I have to complete the assessment and how long will it take?**

You have an 8-day window to complete the assessment. The deadline for submission is at 13:00 on the day of the submission.

Whilst we are unable to indicate precisely how long it will take you to complete the assessment, we strongly recommend reading the case study on the first day your assessment window opens so that you can start to plan how you will use your time.

Please note that the assessment window is 8 days to allow some flexibility. We would not expect the assessment to take 8 full days to complete. Rather, it is an 8-day window to allow you the flexibility to complete the assessment around your other commitments.

### How is my assessment marked and what is comparative judgement?

Your assessment responses are initially ranked using comparative judgement. During comparative judgement, each response is examined and compared to other responses by a qualified assessor. The assessor uses a 'level of response' scheme to make a holistic judgement regarding which response provides the stronger answer to the questions. You can learn more about the principles involved in comparative judgement here: [No More Marking - Demo](#)

This comparison process is repeated many times for each response (between 15-20 independent judgements). All judgements are then statistically aggregated to provide a reliable ranking for all responses. Research has shown that the reliability of this comparative judgement process is as strong as double marking each assignment against a traditional mark scheme.

A two-stage moderation process then determines which responses have passed the assessment. The first stage involves examining a broad range of responses, in order to identify a sub-sample of scripts for further assessment. In the second stage, this sub-sample of responses are closely scrutinised and assessed against the overall criteria for a pass. The moderator team make independent judgements as to whether each response meets or does not meet the overall criteria for a pass.

#### **Overall criteria for a pass:**

*The response clearly demonstrates knowledge and understanding from the NPQ programme and has applied this to the case study. They have justified their answers with explicit reference to the sources within the case study, knowledge acquired from the NPQ programme, and research evidence they have read across the programme which is relevant to the problems they identify and the solutions they propose. The candidate's response represents a contextually valid application of 'learn that' and 'learn how to' statements from framework sections relevant to the case study. They have considered and communicated the response to an appropriate standard for a leader in that role.*

At the end of this extensive moderation process, the lead moderator uses these aggregated judgements to determine the position within the ranked responses which will represent pass-fail boundary for that NPQ assessment. The classification accuracy of this process compares favourably to that typically achieved in national examinations such as GCSE or A Level exams.

In addition, a sample of responses are also moderated externally as part of a quality assurance process. The external moderator has the power to overturn the status of individual scripts.

### When will I get my results?

These will be available approximately 3 months after your assessment window. You will be advised of the timeline for receiving your outcome by the Programme Team/NPQ Lead.

### Will I get feedback on my assessment?

If you were to be unsuccessful with your first submission, you will have 1 further opportunity to sit the assessment in the next window. Please note that the case study in each assessment window will be different.

For this reason, you will not be provided with individual feedback; however, you will have access to an examiners' report which will provide generalised feedback for that assessment.

### What do I need to do if I need to request a reasonable adjustment is made to the assessment process?

If you would like to make a request for reasonable adjustments, please get in touch with your delivery partner NPQ lead as soon as possible and at least 6 weeks before your assessment window opens.

We understand there may be circumstances where something unexpected happens and you may need to request reasonable adjustments on a shorter timescale. In this case, we ask that you contact your NPQ Lead as soon as possible so that we can discuss the options available.

Please note that a reasonable adjustment would be a request for a specific change (or changes) to the delivery or presentation of the assessment, designed to ensure that a candidate is not unfairly disadvantaged due to their disability or condition.

### **What will happen if I have extenuating circumstances that occur during the window?**

If you have extenuating circumstances which occur during your assessment window and mean you are unable to start or continue with your assessment, please contact your delivery partner NPQ Lead as soon as possible and no later than 1 week following the closing date of the assessment window. You will be asked to provide details of the extenuating circumstances.

Your request for an exemption based on extenuating circumstances will be reviewed and if it is approved, we will offer you the opportunity to defer your assessment opportunity to the next available assessment window. Please note that due to the exam-style nature of the assessment, we are not able to extend the window and accept late submissions in any circumstances.

Please note that technical issues, such as a problem with the device on which you are accessing the assessment, will not be considered extenuating circumstances. It is crucial that you access the case study as early as possible in the assessment window and raise any problems about access to your Programme Team/NPQ Lead immediately.

### **Am I able to retake the assessment if I fail the first time?**

Yes. If you fail your first assessment, you will automatically be entered into the next submission window which will be communicated to you. Each assessment window has a different case study. Please note that you have a maximum of 2 opportunities to sit the assessment in total.

### **Will I get a certificate?**

Following a successful outcome, you will be able to access your NPQ certificate in due course from the Teacher Self-Service Portal through the Teaching Regulation Agency.

If you have any questions about the assessment of your NPQ, please contact your delivery partner *NPQ Lead as soon as possible*.

### **How do I communicate regarding assessment issues?**

If you have technical issues during the actual 8-day assessment window, please email [assessment@ambition.org.uk](mailto:assessment@ambition.org.uk). Please note this inbox will be ONLY open during the assessment window.

For any other questions, concerns, or next steps following your outcome release, please contact your delivery partner NPQ lead. Since you are accessing your NPQ through a delivery partner, they are your point of contact for all issues.

### **Policies related to assessment**

The Ambition policies page includes links to the **Reasonable adjustments policy** and the **NPQ assessment policy** (*which includes appeals, complaints, malpractice and maladministration, and plagiarism*): [Ambition Institute's policies | Ambition Institute](#)