



**Ambition  
Institute**

# **NPQ Assessment Handbook**

**KEEP  
GETTING  
BETTER**

## Contents

What is the assessment? .....	2
Will I be automatically entered for the assessment? .....	2
What will happen if I do not manage to engage with 90% of the programme by the deadline? ....	3
How is my programme engagement calculated? .....	3
How will I access the assessment? .....	3
How long do I have to complete the assessment and how long will it take? .....	3
When will I get my results?.....	4
Will I get feedback on my assessment?.....	4
What do I need to do if I need to request a reasonable adjustment is made to the assessment process? .....	4
What will happen if I have extenuating circumstances that occur during the window? .....	4
Am I able to retake the assessment if I fail the first time?.....	4
Will I get a certificate? .....	4

### 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 1500.

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.

### Will I be automatically entered for the assessment?

Only those who have 90% engagement by the deadline (communicated to you by your Programme Team) will have access to the assessment. If you have not completed at least 90% of the programme components by this date, you will not be entered into the assessment window. You have the opportunity to contact your programme team prior to this date if you cannot meet this requirement so you can be deferred. If you are concerned you will not be able to meet the 90% engagement requirement by the specified deadline, please contact your Programme Team as soon as possible so they can discuss your options with you.

## **What will happen if I do not manage to engage with 90% of the programme by the deadline?**

If you are concerned that you will not be able to meet the 90% engagement requirement, please contact your NPQ Lead as soon as possible and by 2 full weeks in advance of your assessment window opening. If you contact us before then, we will be able to discuss any options open to you including deferral.

If you do not meet the requirement of 90% engagement and do not contact your NPQ Lead/Programme team at least 2 weeks before your assessment window opens, we will understand this to mean that you do not wish to continue with the programme and do not wish to complete your NPQ assessment and your place on the programme will be withdrawn. We will communicate this with your NPQ Lead in writing.

If at any point you have any concerns about being able to complete the assessment or have extenuating circumstances which have impacted your ability to meet the requirements in the specified timelines, please contact your Programme Team/NPQ Lead as early as possible so they can review your individual case and can talk through your options with you.

## **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.

### **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 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 Programme Team/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 Programme Team/NPQ Lead as soon as possible.