Exams: Work Sampling Policy

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2025
Review due August 2026
Reviewed by: Sandie Cross
Amendments made: August 2026
Reviewed by: Lynsey O'Keeffe
Review date: August 2027
Signed off by Proprietary Body

Statement:
Woodfield School offers a range of externally verified courses to its pupils so that they can achieve academic success. To satisfy the requirements of these courses, Woodfield School staff must collect work samples from pupils to ensure that all pupils meet the required academic achievement standards.

This policy ensures that pupil work samples contain the information necessary to ensure the pupil's learning success.

The purpose of the Proprietary Body approving this Work Sample Policy is to accomplish the following:

- To provide an overview for the Work Sample Policy
- To explain the requirements of an Acceptable Work Sample
- To identify criteria for Non-Compliant Work Samples

Overview:
As a verified NOCN centre, Woodfield School is required to collect work samples from each of its pupils and to moderate the effectiveness of marking, assessment and feedback.

Procedures:
Work samples must contain the following information:
1. Pupil's First Name and Last Name
2. Date that the work was completed, including the year. The work sample must be the pupil's original work. If anything gets changed on the original work sample, the pupil must initial such changes. All initialled changes mean that the pupil made the changes, not the parent/ carer or teacher.

The supervising teacher must verify the work sample by including the following:
1. Teacher/Assessor name
2. Pupil's full name
3. Course name
4. Date the teacher reviewed the material
5. Date the pupil completed the sample
6. Assessment decision

Acceptable Work Sample Criteria:
• Original or scanned PDF version
• Demonstrates neat and organised work
• Demonstrates a good reflection of the pupil's learning and abilities
• Includes pupil's name and date in the top right-hand corner
• The sample needs to be completed and dated within the collection Learning Period
• Photographs must include a summary from the pupil's perspective

Non-Compliant Work Samples Include:
• Scanned documents that are difficult to read or are very light
• A scanned or printed document of a certificate of completion or report from an online learning platform
• Samples completed and dated not within the Learning Period
• A photograph which does not include the pupil's summary of the project/concept
• Incomplete worksheets or work

Review:
This policy will be reviewed on an annual basis by the IQA and principal. This policy will also be revised as and when necessary, in response to pupil or staff feedback or good practice guidance issued by an awarding organisation or other regulatory body. The next date for review is August 2027.