

NPQ summative assessments – participant guide

Eligibility and format

To pass your NPQ, you will need to complete a summative assessment. You will be automatically enrolled to complete your summative assessment within the assessment window that immediately follows the end of your NPQ course (12-months for Specialist and 18-months for Leadership NPQs).

You must have completed at least 90% of your course activities (including self-study, event attendance and other activities on the Online Learning Platform) to be eligible to complete the summative assessment.

You will have a fixed 8-day window to read and review the assessment case study, and to write and submit your assessment script. Please note that there will be no opportunity to extend the 8-day window, or to complete the assessment at any point prior to the next available assessment window. Please note that there will be two Specialist assessment windows each academic year (in October and February), and two Leadership assessment windows each academic year (April and September).

If, for any reason, you require a deferral period during the duration of your course and have not reached 90% engagement by the point this is measured prior to the summative assessment window, you will have the opportunity to complete the summative assessment during a later assessment window. This also applies should you be unable to complete your summative assessment (due to illness, for example) in the fixed 8-day window.

The summative assessment will:

- take the form of a case study
- require a maximum 1500-word response (please note that maximum word count may be higher for some Leadership NPQs)
- assess your knowledge of the content in your NPQ course
- represent a situation likely to be faced by a teacher in your relevant NPQ qualification level or role
- allow you to demonstrate your understanding of your chosen NPQ and prove that you can successfully apply this understanding in a relevant context.

Where do I complete and submit the assessment?

The summative assessment case study and script submission will be online, and there is no requirement for it to be taken under invigilation conditions. You will complete and submit your assessment on the Education Development Trust Portal (the same Portal you will have used to submit your application form).

In the weeks leading up to your assessment window, we will contact you to ensure that you still have access to your account, and with reminders of your 8-day completion window and the submission deadline. Via the Portal, you will have access to the assessment case study, and a section where you can draft, save, and then submit your assessment script. On the first day of your 8-day completion window, you will receive an email to confirm that the case study is available, and you are able to begin your assessment on the Portal.

If you experience any technical or other issues in accessing the Portal or otherwise completing your summative assessment, we ask that you please contact us at npqs@edt.org.

Reasonable adjustments

For those participants with a disability, condition or learning need, EDT is able to offer the following adjustments to the Summative Assessment process, which should be discussed and agreed on a case-by-case basis with your Delivery Partner.

- Extend the 8-day completion window by 25%
- Support in sourcing an appropriate reader and/or scribe/typist to document your response
- Assess your script outside of the Comparative Judgement system, using trained assessors who will ensure your disability, condition or learning need is fully and appropriately taken into consideration during the marking process.

We ask that you please which adjustment(s) you feel would be of benefit, discuss this with your Delivery Partner, and then contact us at npqs@edt.org with your Delivery Partner in copy.

When will I know the outcome of my assessment?

At the end of the 8-day completion window, completed assessment scripts will be sent for marking, and once marking is complete, sent to the DfE-appointed external moderator. This process will take some time. Indicatively, you will be informed of the outcome approximately 10 weeks after you submit your assessment script.

Resits

Should you fail your first attempt of the summative assessment, you will have one opportunity to resit. Usually, you will be given the opportunity to resit at the next available assessment window, unless you request to defer to a later assessment window. Please note that the summative assessment case study shared for the resit will be different to the original summative assessment case study.

Appeals

Should you fail your summative assessment and wish to appeal this outcome, please contact us at npqs@edt.org for details about the appeals process.

Questions and support

It is essential that your personal details, including your name and email address, are up to date and correct in our records to ensure you receive all communications relating to the summative assessment and have access to the Portal. If your details have changed, or you see anything that is incorrect on your Portal or Online Learning Platform account, please contact us as soon as possible at npqs@edt.org.

If you have any other questions regarding the summative assessment process, please contact your Delivery Partner in the first instance.

Frequently Asked Questions

Will I have access to all my Online Learning Platform account during the 8 day assessment window to refer back to?

The summative assessment will be accessed via the Portal (that you will have used to submit your original NPQ application) and not the Online Learning Platform. You will continue to have access to the Online Learning Platform, including your notes and all course materials, until the end of the 3-month summative assessment window when you are informed of the outcome of your assessment. Shortly after this, if you have successfully passed your summative assessment then your Online Learning Platform account will be closed (you will be given advance notice of this), and so we would advise that you export and save your notes from the platform at this point should you wish.

Do I have to reference work, and do references count to the word count?

We are not looking for extensive academic referencing, and are not stipulating a particular style of citation, but where you do reference research you might find it easiest to use the short form referencing style EDT uses in the NPQ self-study material, e.g. (Deans for Impact, 2015) or (Chapman and others, 2013), etc. We do not need a bibliography or full references list. All references will be included in the word count.

Do I have to quote the NPQ Framework 'learn that' and 'learn how to' statements in my response, or can I devise an answer that would encompass a relevant learn that and learn how to statement?

It is important that you demonstrate a good awareness and understanding of the NPQ Framework statements, and this will be assessed. We do not wish for you to copy out any statements, as this will deplete the word limit available for your response. You may wish to add in Framework statement numbers to demonstrate awareness, and this is entirely acceptable but not a requirement.

The Framework statement numbers can be found within the individual [NPQ Framework documents](#).

Is an appendix required?

No, an appendix is not required.

Can I print the case study off from the NPQ Portal during the assessment window?

The Summative Assessment case study will be accessible via the Assessment Portal, which you are free to download and print.

How do I add my assessment response? Can I pause, save and continue work on my assessment response?

Yes. On the Assessment Portal you are able to save your progress and return to continue making edits and additions, and to then submit your assessment response when you are ready (so long as this is within the 8-day window deadline).

The assessment response is a free text field on the NPQ Portal that you can copy text into or from. Should you wish, you can draft your response in Word (printable format) and then paste into the portal to submit when you are ready. It is not possible to upload a document into the assessment portal for submission. If you do choose to draft your response in the portal itself, you will have the ability to save and return to your response without submitting. You will also be able to access and view (but not edit) your response after you submit.

Should I use the questions as subtitles in my response? Is there any further clarification on the response structure?

This is entirely your choice, and any logical approach will be accepted. Using the questions as subtitles would be one helpful way of structuring your answer and is entirely acceptable. Bullet points are allowed. The assessment response must be text only (no tables, graphs, images etc), however aside from this any logical approach will be accepted.

Will the case study for assessment be a primary/secondary context?

We can confirm that there is one single assessment case study per NPQ course and that, for example, the LT assessment case study may reference a different type of setting to the LBC or LTD assessment case study, as the assessment questions and context will differ also.

We will not be looking for detailed understanding of any phase-specific terms or elements. You will be assessed on how you respond to the exam question, using the knowledge and skills gained from the course - this does not rely on your own experience.

My experiences (and therefore how I relate to the material) are independent school focussed. Whenever we come across Ofsted terminology I 'convert' this in my head to ISI. Will this impact on my ability to answer the summative assessment?

The summative assessment does not require or anticipate any working knowledge of Ofsted, and the assessment case studies will be sufficiently broad.

Am I allowed to have my final assessment response read by a colleague/ friend/family member for the purpose of checking for grammar, spelling and punctuation before it is submitted?

Yes. The Summative Assessment does not need to be completed under exam conditions and so you are welcome to ask a colleague/friend/family member (however not a representative from your NPQ Delivery Partner) to check your assessment response for grammar, spelling and punctuation. However, it is essential that the assessment response itself be your own work.