



Policy for Controlled Assessment and Internal Assessment Decisions

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Introduction

Under the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

- Have a published appeals procedure relating to controlled assessment decisions
- Make this document available and accessible to candidates.

This Controlled Assessment and Internal Assessment Decisions Policy will be reviewed annually.

1. Staff Responsibilities

Principal

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

Senior Leadership Team

- Decide on the awarding body and specification for a particular GCSE.
- At the start of the academic year, begin co-ordinating with subject teachers to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/ problems over the timing or operation of controlled assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensure the Internal Appeals Policy for Controlled Assessments is updated as required.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.

- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the Exams Officer details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the SENCO/Exams Officer for any assistance required for the administration and management of access arrangements.

Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

SENCO

- Ensure access arrangements have been applied for and all correct forms have been completed and filed appropriately.
- Work with teaching staff to ensure requirements for support staff are met.

2. Assessed Coursework/Controlled Assessment Procedure

1. Coursework/controlled assessment is defined as any piece of written or practical work which is marked by the school or an external examiner.
2. In September, all candidates are given written advice about the production of coursework deadlines to be met. Information about the appeals procedure will be given in the same advice.
3. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework and Controlled Assessment Regulations.
4. The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued in September to all examinations candidates in years 10 & 11.
5. Irregularities in coursework/controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
6. An irregularity in coursework/controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
7. Coursework/controlled assessment must be handed in by the agreed departmental deadline which is earlier than the final deadline for the Awarding Bodies. This is to enable work to be marked and standardised.
8. All students are given the same and sufficient time to complete the work.
9. Students are given clear instructions as to the time and place for handing in the work.
10. The work must be handed in by the student to the designated teacher and not given to another student in school to hand in.
11. If the student is absent from school on the deadline day, a parent/carer or friend (not another student) must bring the work to school to be handed in by the deadline.
12. If it is impossible to deliver the work to school, the school must be contacted by phone on the deadline day for advice.
13. If the coursework/controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

14. Normally there will be no extension of a coursework/controlled assessment deadline if a student is absent for a day or two during the period that the coursework/controlled assessment is being completed.
15. If there are any special circumstances e.g., prolonged absence covered by a medical certificate, there is the possibility of an extension but this must be negotiated with the Subject Teacher. Written confirmation will be given to the parent/carer confirming the extension date.
16. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
17. The consistency of the internal assessments is secured through the departmental mark scheme or marking criteria and internal standardization as necessary.
18. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend any training sessions given by the Awarding Bodies.
19. The Awarding Body must moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

3. Appeals Procedure

- The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.
- The appeal must be made in writing to the **School's Exams Officer by 31 May** of the year that the coursework was assessed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
- The Principal will nominate a member of staff, normally the Exams Officer to lead the enquiry, provided they have played no part in the original assessment process. A member of the Senior Leadership Team and a School Governor will also be on the Panel to act as an independent member.
- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

- The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
- Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the Exams Officer and made available to the Awarding Body if required.

4. What Subject Areas must provide for the Appeal Panel:

1. The mark scheme or marking criteria for the coursework/controlled assessment provided by the Awarding Body.
2. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
3. Dates when the coursework/controlled assessment was set and to be handed in for that student.
4. Evidence that all teaching groups have been given the same length of time.
5. Dates when the coursework/controlled assessment was marked by the teachers.
6. The name of the teacher in charge of the internal standardisation.
7. Dates when this teacher attended the last Awarding Body standardisation meeting.
8. Evidence that the information from this meeting was disseminated to the department.
9. Date(s) for the department standardisation meeting and teacher attendance.
10. If the teacher assessing the piece of coursework/controlled assessment was absent, what was done to ensure that the information was given to this teacher?
11. Copy of coursework/controlled assessment marks sent to the Awarding Body.

NB

- The above information should be provided in a ring binder or suitably filed.
- It would be advisable to set up this binder at the beginning of the course and update it each year.
- If an appeal application is made, the Subject Area would only have a short time to provide this information for the Appeal Panel. **Appeals have to be made by 31 May in the year that the work was assessed.**



- The evidence above may also be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the Panel's decision.

5. Internal/External Quality Assurance

Information regarding the internal and external quality assurance procedures can be found on the examining board's individual websites.

6. Other Policies/Documents:

Further examination policies/documents:

- Exam Policy
- Late Arrival to Exams Policy
- Early Examination Entry Policy
- Staff Malpractice (Controlled Assessment) Policy
- Risk Management