



## **Controlled Assessment Policy**

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<b>Responsible for Review:</b>	AHT – Teaching & Learning
<b>Committee for Review:</b>	Teaching & Learning
<b>Frequency of Review:</b>	2 Years
<b>Statutory:</b>	No

### **Aim**

To ensure the validity of the marks produced from coursework/controlled assessment which is vital in maintaining the integrity and reputation of this school in the assessment of its students.

### **Introduction**

Coursework/controlled assessment is defined as work assigned to and completed by a student during a course of study; it is evaluated as part of the student's final grade in the course. It will form an element of the assessment procedures in both the internal and the external assessment (through the public examination system) of students.

Depending on the level of control defined within the specification, controlled assessments may take place (for example):

- in a normal timetabled lesson or other defined session under supervised conditions
- entirely within the exam centre under supervision with controlled access to resources
- outside the exam centre and involve research with limited supervision.

### **Each Head of Subject is accountable for:**

- Knowing, from the specification, the level of control of each controlled assessment and ensuring that they are conducted within the subject, by each teacher, at that level
- Developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole school policy for assessment, recording & reporting and these will be evidenced in ongoing departmental practice
- Implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external coursework/controlled assessment as regulated by the examination boards.

The following policy is based upon three Joint Council for Qualifications (JCQ) documents:

- JCQ Instructions for following Controlled Assessments
- JCQ Outlining Staff Responsibilities
- JCQ Risk Management Process

This policy will not replicate the content of these three documents, which can be considered appendices. The policy will instead state how these documents will be applied in Bungay High School.



## **Coursework/Controlled Assessment Procedures**

### **Head of Subject**

The Head of Subject is accountable for ensuring that:

- The assessment procedures, as outlined in the subject policy and in the regulations published by the relevant examination boards (see guidance in JCQ Booklet) are properly implemented in practice
- The workload of staff and students is a primary consideration and catered for in the planning, scheduling and assessment of coursework/controlled assessment
- Deadlines are clear, agreed with all teachers in the subject, realistic, published for students and their parent(s)/carer(s) and shared with all relevant parties, e.g. Learning Leaders, Form Tutors, etc.
- The procedures for both internal and external coursework/controlled assessment are published and understood by both staff and students
- All teacher feedback, throughout preparation, will refer to mark schemes and criteria
- All teachers maintain records for the completion of coursework tasks to schedule within all classes
- All staff in the department follow the procedures for subject teachers as outlined.

The Head of Subject will routinely clarify:

- The subject assessment schedule for homeworks, tests, coursework/controlled assessment as well as advising students of the public examinations sessions during which they will sit examinations
- The number and value of each piece of coursework/controlled assessment to be submitted;
- The percentage of the final grade produced by each of these elements
- The time set aside (guidance available in subject specifications e.g. 20 hours) to prepare and complete each coursework/controlled assessment element
- The approximate length and complexity of each component of coursework/controlled assessment
- The interim deadlines in the schedule, i.e. the progress in the preparation of coursework/controlled assessment which is expected at key points during the year
- The dates for the submission deadline and the final deadline
- The issue, to all department members, of dates and procedures for the internal marking, standardisation and moderation of the coursework/controlled assessment.



### **Subject Teacher**

Whilst the Head of Subject has overall accountability, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing coursework/controlled assessment.

### **Managing Coursework**

- Ensure students are fully aware of the coursework/controlled assessment task requirements by giving them the course specification and marking criteria
- Provide the students with copies of the published departmental assessment calendar
- Provide standardised examples of work from previous years or from examination board exemplars
- Ensure that students are fully aware of the coursework/controlled assessment task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school
- Make students aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct (see below).

### **Scheduling Coursework**

- Ensure students are adequately paced in workload to complete the coursework/controlled assessment tasks within the published timeframe, making sufficient progress at each of the deadlines outlined in the departmental assessment calendar. Failure to do so should be fully recorded and dealt with accordingly.
- Ensure that students log the coursework/controlled assessment in their Planners
- Help the students manage their workload by reminding students of the relative value of coursework/controlled assessment versus examination work and to balance these in proportion.

### **Departmental Marking of Coursework**

- Mark all coursework/controlled assessment within the timeframe published in the departmental assessment calendar
- Throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked



by the student or his/her parent(s)/carer(s)

- Provide the Head of Subject with the coursework/controlled assessment marks and samples within the published timeframe
- Head of Subject will retain a copy of all student marks and make these available to the relevant Director of Learning
- Attend standardisation and moderation meetings as required by the Head of Subject and carry out all agreed adjustments to coursework/controlled assessment marks
- **Do NOT provide the student with the final mark for the coursework/controlled assessment, either before or after the internal moderation and standardisation procedures**
- Annotate final coursework/controlled assessment according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board.

### **Coursework/Controlled Assessment Deadlines**

The deadline for students is in two parts:

- The submission date - when all coursework/controlled assessments should be handed in by students
- The final acceptance date – for those students who failed to meet the submission date and after which no coursework/controlled assessment will be accepted. The student is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.

In determining these dates, the Head of Subject will consult with the teachers in his/her subject and leave sufficient time for the marking, internal moderation, standardisation and administration.

All coursework/controlled assessments should be handed in before or on the submission date.

If a student fails to meet set deadlines without acceptable authorisation:

- The teacher will inform the Head of Subject and the Learning Leader
- The Learning Leader will treat this event as a serious disciplinary matter and inform the parent(s)/carer(s) about what has occurred
- If time allows, before submission of marks to examination authorities, arrangements will be made with the parent(s)/carer(s) for the student to attend compulsory INTERVENTION until such time as his/her coursework/controlled assessment is up to date



- The Head of Subject will inform the Learning Leader when this is the case and a note will be placed in the student's Planner, and parent(s)/carer(s) will be contacted
- Repeated instances will see the same procedures implemented but with Learning Expectations Policy sanctions
- Appropriate educational support should be given to the student.

No coursework/controlled assessment will be accepted by the school after a reasonable date before submission of marks to the Examination Board.

- Time must be allowed for verification of the student's work, through marking and moderation of work by the teacher and the subject
- Failure to do so will mean that the school will award the student either a mark for the incomplete work submitted or a zero mark if no work is submitted.

#### **Disciplinary Procedures for 'Academic Misconduct'**

Academic misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a student. Academic misconduct may include, though not be limited, to:

- Plagiarism: Plagiarism is using others' ideas and words (from texts, the Internet, other candidates' work etc. without clearly acknowledging the source of that information.
- Falsifying or fabricating data: Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
- Collusion: Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
- Copying: Copying is when one student copies work from another student, with or without the knowledge of the first student.
- Bribery or attempted bribery: Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.
- Personation: Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
- Any other wilful deception in any element of an assessment.

*NB A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct themselves and will be dealt with accordingly.*



When a case of suspected academic misconduct has been identified:

- The teacher involved will collect the evidence and bring the matter to the attention of the Head of Subject, the Exams Officer and the Learning Leader for the appropriate Year group. They will examine the evidence, interview the student, consult with other staff and students as appropriate and establish the nature and extent of the misconduct.
- If, as a result of this investigation, the Learning Leader is satisfied that no academic misconduct has taken place, no further action will be taken against the student and the student and the subject teacher will be informed as soon as possible.
- Where the student admits to the academic misconduct (or proof of the misconduct is established by other means), the Learning Leader will re-interview the student in the presence of the Head of Subject, make a written record of the interview and request that the student sign the notes as representing an accurate record of the meeting. The Learning Leader/ Assistant Headteacher will decide the appropriate penalty, taking account of the extent of the misconduct, whether wilful deception was involved and the extent to which the assessment would have contributed to the final award.
- The Learning Leader will ask the parent(s)/carer(s) of the student to come to the school to discuss their child's misconduct and the penalty. The penalty for academic misconduct will include a disciplinary sanction and will require the student to repeat the assessment under the supervision of the Head of Subject, out of 'normal' lesson time, and within a specified time frame. Failure to comply will result in a zero mark.

#### **Guardianship of Coursework**

- The guardianship and copyright of coursework assignments are retained by the teacher and the school.
- On completion, the coursework submitted by students becomes examination material and the school holds it securely until it has no further value as examination material. Guardianship of this original coursework is passed to the school on submission by the student.
- Any sample of coursework sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.
- Students may like to retain a copy of their work, though their original work will be returned after it ceases to be 'Examination Material' unless it is kept by the Examination Board as exemplar material.
- Where the coursework results in a product, either a physical product or a software package, the Head of Department will have the discretion to decide if the product/package should be returned, but all associated documentation will remain the property of the school.

#### **Appeals Procedure**

- This school is committed to ensuring that whenever its teachers



assess students' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the Examination Boards, an internal appeals procedure is available.

- An appeal may only be made against the process that produced the grade or mark to be submitted to the examination board and not against the mark or grade, i.e. where the student or his/her parents believe that the procedures for managing, marking, moderating and standardising coursework have not been carried out within the procedures set out above.
- Internal marking, moderation and standardisation of coursework will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- When the coursework procedures have been carried out as described above, the student has met the submission dates and final deadline and received appropriate feedback, then the final mark should be as anticipated.
- Students should NOT have access to the final mark after internal moderation and standardisation has occurred and the mark is ready to be sent to the examination board.
- The marks submitted to the Examination Boards are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject area.
- Access to coursework results should only occur after the examination results are provided by the relevant Examination Boards.

### **The Internal Appeals Procedure**

- If a student believes that his/her work has not been treated in accordance with the procedures outlined above he/she may make use of the Internal Appeals Procedure. A copy of the procedure is held in The Examinations Office.
- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in that examinations series.
- If the appeal results in a change in the mark awarded to the student or his/her fellow students then the relevant examination board will be informed of the change and the reasons for it.
- After a student's work has been assessed and moderated internally it is moderated by the examinations board to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work, this is outside the control of the school and is not covered by the Internal Appeals Procedure.
- If a student has concerns about external moderation, he should ask for the assistance of the Examinations Officer. Appeals against the Examination Board are very costly, so the grounds for appeal would have to be extremely sound and supported.