



# THE ECCLESBOURNE SCHOOL

Learning Together for the Future

## CONTROLLED ASSESSMENT POLICY - December 2023

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This policy is approved by the Students and Curriculum Sub-Committee

This policy will be reviewed annually.

This is a statutory policy

## Contents

1	Purpose of the policy .....	3
2	GCSE controlled assessment.....	3
3	BTEC (additional to above) .....	5
4	Note on plagiarism.....	6
5	Malpractice .....	6
6	Practical Skills Endorsement for the A Level Sciences.....	7
7	Spoken Language Endorsement for GCSE English Language Specifications .....	8
8	Re-use (carry forward) of Spoken Language Grades .....	9
9	Reviews of Marking - Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE, GCSE non-examination assessments and BTEC).....	9

## **Purpose of the policy**

The purpose of this policy, as defined by JCQ, is to:

- cover procedures for planning and managing non-examination assessments
- define staff roles and responsibilities for non-examination assessments
- manage risks associated with non-examination assessments

## **1 GCSE controlled assessment**

Controlled assessment is a form of internal assessment that replaces GCSE Coursework. It encourages an integrated approach to teaching, learning and assessment. In order to facilitate the delivery of Controlled Assessment, responsibility falls to staff as detailed below:

### **The Senior Leadership Team (SLT) shall:**

- During the academic year, begin coordinating with heads of department to schedule controlled assessments for the following academic year, ensuring there is a fair spread throughout the year across all subject areas and avoiding clashes with other events. The SLT will ensure there are adequate resources available to permit the tasks to take place.
- Ensure the internal appeals procedures are appropriate and are kept up to date
- Allocate one of the WSCD Days (typically during April) to the standardisation of Controlled Assessment (Coursework at A/AS Level). If agreed by the SLT, time used outside of these days for standardisation may be credited against time that would have been used on these days.
- Make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g son/daughter). Where this cannot be avoided, the possible conflict of interest will be declared to the relevant awarding body and the marked work will be submitted for moderation whether or not it is part of the moderation sample.
- The Head of Centre will sign a declaration confirming that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities.

### **Heads of department/faculty shall:**

- Ensure that a sufficient amount of the 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 and supply the exams office with details of all unit codes for controlled assessments.
- Ensure controlled assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions, particularly the level of supervision required.
- Where necessary, make arrangements for internal standardisation of the marking of all teachers involved in the assessment.
- 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 contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensure that students are fully aware of the JCQ regulations regarding plagiarism (see below)

- Work with the exams office to ensure that integrity and security of all assessment materials are maintained in accordance with the requirements of JCQ.

#### **Teaching staff shall:**

- 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, level of supervision, teachers' notes or additional information on the awarding body's website.
- 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.
- Unless stated otherwise in the awarding body's specification, and where appropriate, allows candidates to collaborate when carrying out research and preparatory work.
- Ensures that it is possible to attribute assessable outcomes to individual candidates.
- Ensures that where an assignment requires written work to be produced, each candidate writes up their own account of the assignment.
- Assesses the work of each candidate individually.
- Before the submission of work for formal assessment, remind candidates to always keep their work secure and not to publicise their work such as posting it on social media. The JCQ document Information for candidates – social media must be brought to the attention of candidates:
- <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment. (Electronic signatures are acceptable)
- Accesses awarding body training/updates in order to 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.
- Inform candidates of their marks which could be subject to change by the awarding body moderation process.
- Ensures candidates are informed to the timescale set by the subject lead or as indicated in the centre's *internal appeals procedure* to enable an internal appeal/request for a review of marking to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body
- 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.
- Understand that during the period from the submission of work for formal assessment until the deadline for requesting a review of results, copies of work may be used for other purposes, e.g. in a competition, provided that the originals are stored securely by the centre. Any material which is not required for moderation purposes (or any subsequent review) may also be freely used by the candidate. This applies to artefacts in Design & Technology where only photographic evidence is needed for moderation and any subsequent review. Where original work is used for moderation, as in Art & Design, a teacher must be present if, during this period:
  - assessed work is exhibited;
  - a candidate takes assessed work to an interview;

- the work is removed from secure storage for any other reason.
- Consider encrypting any sensitive digital media to ensure the security of the data stored within it. Staff must refer to awarding body guidance on the necessity of encryption and, where necessary, ensure that the method of encryption is suitable.
- Ask the appropriate special educational needs coordinator (SENDCO) for any assistance required for the administration and management of access arrangements.

#### **Exams office staff shall:**

- Be accountable for the safe and secure storage of controlled assessment materials prior to use, passing this responsibility to heads of faculty once the assessment begins.
- Be responsible for the receipt, safe storage and safe transmission, whether in CD or hard copy format of confidential examination materials.
- Ensure faculties maintain the integrity of controlled assessments by periodically inspecting their internal procedures and records.

## **2 BTEC (additional to above)**

#### **Quality Nominee/Lead Internal Verifier, Internal Verifier, Programme Leader, Assessor and teaching staff**

- Internal Verifier and/or Programme Leader should decide on awarding body, specifications and create the assessment plan.
- Lead/Internal Verifier and/or Programme Leader must ensure that assessors understand controlled assessment requirements.
- Lead/Internal Verifier and/or Programme Leader are responsible for ensuring that assessment tasks meet the requirements of the awarding body specifications and for applying the relevant control requirements. (For example, by internally checking and approving assessments written by teaching staff and/or assessors, or ensuring they have been approved by the awarding body).
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* and the awarding body specification for conducting controlled assessments, including any line of learning, level and unit specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the Exams Office details of all unit codes for controlled assessments.
- Where appropriate, obtain confidential materials/tasks set by the awarding bodies from the relevant exams office in sufficient time to make preparation for assessments.
- Develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Follow the requirements for supervision as set out in the awarding body specification at the specified level of control, only permitting assistance to students as the specification allows.
- Lead/Internal Verifier needs to work with assessors to standardise the marking of internally assessed units for each line of learning.
- Where an assessor will not be supervising the controlled assessment, he or she **must** arrange for a suitable person to do so, in line with the awarding body specification.
- Ensure that learners and assessors sign authentication forms on completion of an assessment.
- Mark assessments according to the mark schemes and guidance provided by the awarding bodies. Submit the marks through the relevant exams office to awarding bodies when required, keeping a record of the marks awarded.

- Retain learners' work securely between assessment sessions (if more than one).
- Post-completion, retain learners' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain learners' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre
- Ask the special educational needs coordinator/additional learning support for any assistance required for the administration and management of access arrangements.

#### **Exams office staff**

- Liaise with the Programme Leader and where appropriate enter learners for all units, whether assessed by controlled assessment internally or externally assessed, before the awarding body deadline.
- 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 the use of teaching staff, and collect/send them to awarding bodies before deadlines.

#### **Special educational needs coordinator/additional learning support**

- Ensure access arrangements have been applied for and that students who require them (e.g. laptops etc) have access to these during lessons and controlled assessments.
- Work with teaching staff to ensure requirements for support staff are met.

### **3 Note on plagiarism**

Whilst it is acceptable and often necessary for students to refer to source materials when completing their coursework/controlled assessment/portfolio work, it is not acceptable for them to remove portions of text directly from a source and copy it into their own work without making suitable reference to it.

When working in low to medium control conditions students should be encouraged to produce their own work without using phrases produced by other students. In some instances, it may be acceptable for students to work together but they should produce their own written work for submission.

All exam boards check for such instances, and use specific software designed to identify portions of text. Students found guilty of plagiarising work risk disqualification from the qualification they are sitting.

### **4 Malpractice**

The Head of Centre will ensure any irregularity identified by the centre before the candidate has signed the authentication statement (where required) are dealt with under its own internal procedures, with no requirement to report the irregularity to the awarding body (The only exception being where the awarding body's confidential assessment materials has been breached, the breach must be reported to the awarding body).

## **5 Practical Skills Endorsement for the A Level Sciences**

### **Head of centre**

- Returns an online 'Head of Centre declaration' at the time of the National Centre Number Register annual update confirming that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities
- Ensures new lead teachers undertake the required training provided by the awarding body on the implementation of the practical endorsement
- Ensures relevant centre staff liaise with all relevant parties in relation to arrangements for and conduct of the monitoring visit

### **Quality assurance (QA) lead/Lead internal verifier**

- Ensures arrangements are in place for implementing the requirements of the practical endorsement appropriately and applying the standards appropriately

### **Heads of department/faculty**

- Confirms understanding of the Practical Skills Endorsement for the A Level Sciences designed for use in England and ensures any relevant JCQ/awarding body instructions are followed
- Ensures where the centre intends to enter candidates for the first time for one or more of the A level subjects, the relevant awarding body will be contacted at the beginning of the course
- Undertakes any training provided by the awarding body on the implementation of the practical endorsement
- Disseminates information to subject teachers ensuring the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of a monitoring visit

### **Subject teacher**

- Ensures all the JCQ/awarding body requirements/instructions in relation to the endorsement are known, understood and followed
- Ensures the required arrangements for practical activities are in place
- Provides all the required centre records
- Ensures candidates provide the required records
- Provides any required information to the subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment
- Follows the awarding body's instructions for the submission of candidates Pass or Not Classified assessment outcome/provides assessment outcomes to the exams officer to the internal deadline

### **Exams officer**

- Accepts contact with the monitor and passes information to the subject lead for a visit to be arranged with at least two weeks notice
- Confirms with the subject teacher that assessment outcomes have been submitted to the awarding body to the external deadline/Follows the awarding body's instructions for the submission of candidates Pass or Not Classified assessment outcome.

## **6 Re-use (carry forward) of practical skills grades**

A candidate who is re-taking an A level Biology, Chemistry, Geology or Physics qualification may request to carry forward (i.e. transfer into a new entry) a previous grade for the practical skills endorsement, even if it was awarded by a different awarding body. If a candidate has two or more previous endorsement grades, the most recent grade will be used even if this is Not Classified. If a candidate re-takes the endorsement and a new grade is submitted, the new grade will be used. An endorsement grade can only be carried forward where a grade, including Unclassified, has been awarded for the A level qualification.

## **7 Spoken Language Endorsement for GCSE English Language Specifications**

### **Head of centre**

- Returns an online 'Head of Centre declaration' at the time of the National Centre Number Register annual update, confirming that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement

### **Quality assurance (QA) lead/Lead internal verifier**

- Ensures the appropriate arrangements are in place for internal standardisation of assessments

### **Heads of department/faculty**

- Confirms understanding of the Spoken Language Endorsement for GCSE English Language specifications designed for use in England and ensures any relevant JCQ/awarding body instructions are followed
- Ensures the required task setting and task taking instructions are followed by subject teachers
- Ensures subject teachers assess candidates, either live or from recordings, using the common assessment criteria
- Ensures for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided

### **Subject teacher**

- Ensures all the requirements in relation to the endorsement are known and understood
- Follows the required task setting and task taking instructions
- Assesses candidates, either live or from recordings, using the common assessment criteria
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes
- Follows the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings

### **Exams officer**

- Follows the awarding body's instructions for the submission of grades and recordings



## **8 Re-use (carry forward) of Spoken Language Grades**

A candidate who is re-taking GCSE English Language may request to carry forward (i.e. transfer into a new entry for GCSE English Language) a previous grade for the Spoken Language endorsement, even if it was awarded by a different awarding body. If a candidate has two or more previous endorsement grades, the most recent grade will be used even if this is Not Classified. If a candidate re-takes the endorsement and a new grade is submitted, the new grade will be used. An endorsement grade can only be carried forward where a grade, including Unclassified, has been awarded for the GCSE English Language qualification.

### **Private candidates**

#### **Heads of department/faculty**

- According to centre policy, confirms if private candidates (including distance learners and home educated candidates) are accepted by the centre for entry for subjects containing components of non-examination assessment (where the specification may be made available to private candidates by the awarding body)
- Ensures relevant staff in the centre administer all aspects of the non-examination assessment process for a private candidate, according to the awarding body's specification.

## **9 Reviews of Marking - Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE, GCSE non-examination assessments and BTEC)**

The Ecclesbourne School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Ecclesbourne School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. The Ecclesbourne School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. The Ecclesbourne School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Ecclesbourne School will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Ecclesbourne School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. The Ecclesbourne School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The Ecclesbourne School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The Ecclesbourne School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The Ecclesbourne School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.