



NEWCASTLE UNDER LYME SCHOOL

Controlled Assessment Policy

This Document is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website

Background

- As part of the 2007 review of GCSE qualification and subject criteria, QCDA commissioned a report on internal assessment in GCSE specifications. The report which was published in June 2007 recommended that coursework should be replaced in the majority of subjects by controlled assessment;
- Controlled assessment differs significantly from coursework and it is essential that careful note is taken by all of changes to arrangements;
- Controlled assessment is a form of internal assessment where the control levels (high, medium or low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre.

The Deputy Head (Academic) will:

- ensure, on behalf of the Headmaster, that each Department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- co-ordinate, with Heads of Department, a schedule for controlled assessment to take place;
- if necessary map overall resource management requirements for the year (e.g IT requirements);
- ensure all staff, students and parents have access to a calendar of events;
- bring to the attention of the Headmaster poor practice identified by examination bodies.

Heads of Department will ensure:

- the safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- all marking is standardised through effective moderation;

- all teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication *Instructions for conducting controlled assessments*; available from the Examinations' Officer or online at <http://www.ofqual.gov.uk/> or www.qcda.gov.uk;
- individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction;
- there is a clear policy in the department handbook on the carrying out of controlled assessment, if necessary, and appropriate staff training takes place on an annual basis;
- all confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar: this can be in the Examinations' Officer's office or within the Department;
- retain work securely between assessment sessions (if more than one);
- liaise with the Learning Support Coordinator regarding any assistance required for the administration and management of access arrangements at least two weeks in advance of the controlled assessment;
- in the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices;
- a log is kept which contains:
 - the date and time of each assessment together with its title;
 - the name of the supervising teacher;
 - a list of candidates who were present during the assessment;
 - a list of any absent candidates;
 - a record of any incidents which occurred during the assessment.
 (A suitable log is attached at the end of this document)
- ensure that administrative tasks relating to the submission of samples are carried out by the deadlines specified by examination bodies and those set by the Examinations' Officer. That administrative tasks relating to the submission of samples are carried out in accordance with the instructions of examination bodies and the Examinations' Officer;
- retain a copy of any marks submitted and provide an additional copy to the examination officer for their records;
- retain proof of postage when appropriate;
- act on the advice or directions provided by examination bodies on feedback forms or equivalent;

Teaching staff must:

- comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* available from the Head of Department;
- 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;
- obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, **are stored securely at all times**;

- supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows; (e.g: During tasks undertaken under high level of control candidates should not have access to internet, mobile phones, emails and bags. They must complete all work independently and cannot communicate with each other. They must not receive any assistance.)
- ensure that students and supervising teachers sign authentication forms on completion of an assessment;
- mark and annotate as required internally assessed components using the mark schemes provided by the awarding body;
- participate in standardisation of controlled assessment tasks as required;
- submit marks to the Head of Department at the date required, keeping a record of the marks awarded;
- retain candidates' work securely between assessment sessions (if more than one);
- 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;
- participate in recommended training activities relating to conduct in, marking of and standardisation of controlled assessments.

The Examination Officer will:

- enter students for individual units as advised by Heads of Department, whether assessed by controlled assessment, external examinations or on-screen test, before the deadline for final entries;
- enter students' 'cash-in' codes for the terminal examination series;
- take responsibility for receipt of marks, their safe storage and safe transmission, whether in CD, digital or hard copy format;
- download and distribute mark sheets for teaching staff to use, via the Head of Department, and collect and send mark sheets to awarding bodies before deadline;
- Retain a copy of each controlled assessment feedback form and pass a copy to the Head of Department and Deputy Head (Academic).

The Learning Support Coordinator will:

- ensure any access arrangements have been applied for: this includes ensuring that the candidate records used by the Examinations Officer are up to date and in line with current Reports;
- work with teaching staff to ensure requirements for support staff are met.

Student malpractice: the Headmaster will:

- report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice;
- if the irregularity is discovered prior to the candidate signing the declaration of authentication form the matter will be dealt with as an internal school matter;
- will submit full details of the case to the relevant awarding body at the earliest opportunity if the irregularity is identified after the candidate has signed the declaration of authentication;

- supervise all investigations resulting from an allegation of malpractice;
- ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation;
- respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

Teacher malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a candidate with their controlled assessment beyond the guidelines contained within each specification;
- Where there is malpractice, it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

Absent Candidates

Surname	Forename	Action taken

Incident Log

Surname	Forename	Note

NEWCASTLE UNDER LYME SCHOOL

INTERNAL

APPEALS PROCEDURE

Introduction

This policy outlines the rights of candidates at Newcastle-under-Lyme School to appeal internal assessment of controlled assessments/coursework.

All controlled assessments and/or coursework are assessed through a rigorous system of marking and moderation that results in the marks submitted to the Awarding Body being highly reliable and an accurate summary of the work you have produced. This system involves the initial marking of individual tasks, usually by your subject teacher, in accordance with the departmental mark scheme used for all controlled assessment/coursework in that subject. A sample of work from each teacher of that subject is then re-marked by another teacher from that department in a process, called Internal Moderation, that is overseen by the Head of Department. The Head of Department then collates the marks from your various pieces of work, in accordance with aggregation rules laid down by the Awarding Body, to produce your final submitted mark.

You should understand that the principal responsibility of the department is to arrive at a set of controlled assessment/coursework marks that is *internally consistent*. That is, the marks accurately place the candidates in the correct *rank order*. The marks are then subjected to a further process, called External Moderation, in which the manner in which the school awards its marks in each subject is standardised across all schools by the Awarding Body itself.

Whilst the marks are usually ratified, this process can occasionally result in all the marks for that subject being adjusted up or down.

Procedure

The awarding body gives you the right to appeal against your final submitted internally moderated mark, if you have clear grounds to believe that it has been awarded inaccurately.

The procedure is as follows:

1. Whilst the controlled assessment/coursework is still being carried out, all marking and marks awarded are confidential within the department, and you cannot ask to see how your work is being assessed.
2. However, once all deadlines have passed and your final, internally moderated, mark is known, it will be made available to you, on request, by your subject teacher. At that stage you can ask to see how your work has been marked and how the final mark has been calculated. You should ask your teacher, or the Head of Department, to explain to you

any points of uncertainty that arise from this. *Please note that you cannot, at this stage, make any alterations to your work.* Please note that marks may change at external moderation.

3. If you think that the mark you have been awarded does not fairly reflect the departmental mark scheme or the published aggregation rules, you should write to the Deputy Head (Academic) to request the initiation of an appeal hearing. This letter must be signed by a parent or guardian.
(Note that you cannot appeal against the mark scheme itself; that is dealt with by the External Moderation procedure that follows later).
4. Appeals cannot be held before the final controlled assessment/coursework deadline in that subject, and they must be concluded by the last written paper of that examination session. They can be requested at any time within this timeframe.
5. The appeal hearing will be held within 7 days of receipt of your letter. The panel will normally consist of the Deputy Head (Academic), who will chair the proceedings, the relevant Head of Department and one other teacher from that department. One of these members of staff will be the teacher who carried out the initial assessment of your controlled assessment/coursework. You are entitled to be supported at the hearing by a friend or relative.
6. The appeal hearing will proceed according to the following format:
 - In advance of the meeting, the Head of Department must arrange for copies of all relevant paperwork to be available to hand out to all those involved at the hearing. This will include the published requirements of the Awarding Body, the departmental mark schemes, all the marked controlled assessments/coursework of the candidate in question. Representative samples of the work of at least three other candidates (one of comparable achievement, one of higher achievement and one of lower achievement) will also be used at the meeting to verify standards.
 - At the meeting, the Head of Department will start by outlining, in general terms, how the marks are awarded in that subject and will demonstrate conformity between the departmental procedures and the requirements of the Awarding Body. *If the Deputy Head (Academic) is not satisfied that the correct procedures have been followed then all the work in that subject will have to be re-assessed and a report made to the Awarding Body.*
 - You will then be asked to outline the basis of your concerns and to explain why you think the departmental assessment schemes have not been applied fairly to your controlled assessment/coursework.
 - Next, the member of staff who marked your work will explain why the marks were awarded in the way that they were. Reference will be made to the representative work of at least three other candidates as outlined above, with the aim of demonstrating consistency in the application of the mark schemes.
 - All of your controlled assessment/coursework will then be re-assessed at the hearing by both members of staff of that department, giving full reasons to the meeting for all decisions. The Deputy Head (Academic) will ensure that mark schemes are being correctly and consistently applied.

- Finally, your overall mark will either be confirmed or changed by the Deputy Head (Academic). *Please note that your mark could go up or down as a result of this procedure.*
7. A written record of the details of the appeal will be copied to you, to the Head of Department, to the Headmaster and to the Awarding Body. This record will include a statement of the outcome of the appeal with full reasons for that outcome.
 8. There is no further right of internal appeal.

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