



United Learning
The best in everyone™

Controlled Assessment 2017-178

Contents

POLICY STATEMENT	2
KEY PERSONNEL.....	3
DEFINITION	3
PROCEDURES	3
Consistency within Departments	3
Extra Time	3
Guidelines for Pupils	3
Pupil Copies of Controlled Assessment Preparation & Coursework	4
Retention of Work	5
INTERNAL APPEALS	5
Internal Appeals Procedure	5

CONTROLLED ASSESSMENT

Policy Statement

Dunottar School is committed to ensuring that whenever its teachers assess pupil work for external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Thus the school undertakes that appropriate controlled assessment guidance is available to staff, pupils and parents and is in line with Examination Board rules and regulations. In addition, assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. Appeals against the procedure used in arriving at internal assessment decisions are dealt with according to the procedures for appeals set out in this document. These are in line with relevant Code of Practice for the conduct of external qualifications produced by QCA/JCQ.

The aim of this policy is to ensure that:

- a) Heads of Department are fully informed of the Examination Board rules, regulations and requirements for Controlled Assessment, as well as the procedures which must be followed, in respect of safety, conduct of the assessment, security and moderation.
- b) Heads of Department are fully informed of the Examination Board's rules, regulations and requirements for Coursework, as well as the procedures which must be followed, in respect of safety, security and moderation.
- c) Heads of Department communicate this information to the members of their departments and to pupils.
- d) Whilst some allowance is likely to be made for the style and preferences of individual teachers, the work set must be appropriate with respect to the procedures and requirements, and enable access to the full range of marks.
- e) An appropriate internal appeals procedure is in place.
- f) A record of internal appeals is kept by the Examinations Officer.

This policy applies to all members of our school community.

Dunottar School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.

Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents: Equal Opportunities Policy, assessment, Assessment, Recording and Reporting Policy.

This document is annually reviewed by Lisa Longstaff or as events or legislation change requires. The next scheduled date for review is October 2018.

Key Personnel

The person with oversight of Controlled Assessment is Lisa Longstaff

The Examinations Officer is Lisa Longstaff

Definition

Controlled assessments are internal assessments taken under controlled conditions. Controlled assessment has replaced coursework in a number of GCSEs. Examples of controlled assessment include carrying out investigations and/or tasks, assessing performance and production skills.

Procedures

These procedures reflect Examination Board and JCQ requirements as well as elements of good practice expected of staff at Dunottar School.

Consistency within Departments

- It is essential that pupils are given similar levels of support and opportunities to achieve the available marks across all teaching sets of a department.
- It is likely that there will be different approaches between different departments, but within each department there must be consistency.
- Heads of Department are responsible for ensuring consistency.

Extra Time

- Extra time will be allowed for written supervised controlled assessment tasks, but not for practical tasks.
- Extra time will not be allowed either in terms of the timescale allocated to prepare for the work or the deadlines.

Guidelines for Pupils

Each department must produce a written set of guidelines to be given to pupils and check that pupils are familiar with the JCQ Information for Candidates – Controlled Assessments, each pupil undertaking controlled assessments must receive and sign for this information from JCQ, along with similar for coursework, at the start of the relevant school year.

As a minimum, each of the following must be addressed:

- a) Examination Board Regulations: All pupils to be aware of the Board's regulations for controlled assessment/coursework and know where to find the information on the relevant website.
- b) Content: Pupils need to know the scope of the task, what specific aims and objectives are to be met and what resources might be appropriate.
- c) Organisation: It is essential to know how and where the work is to be carried out - i.e. the extent and source of available support, whether the work is to be carried out in class, out of class or a combination of the two.
- d) Time: Pupils must be told how much time they have to complete the different elements of the task and in the case of extended pieces of work, given guidance as to how to plan their time effectively, keeping in mind the demands of other subject

areas (the agreed programme for the year will be provided to parents and members of the teaching staff).

- e) **Deadlines:** Assignment dates and deadlines should be realistic, published in advance and take into account the following:
 - i. Many pupils are unaccustomed to organising their time and directing their efforts effectively to meet distant deadlines. They should not only be given the final deadline but also (if appropriate) interim deadlines so that progress can be monitored at regular intervals and action taken where necessary.
 - ii. Deadlines must be adhered to and, in particular, Heads of Department should ensure deadlines are identical for all pupils studying a particular subject.
 - iii. The Head of Department and, if necessary, also the Head of Year **must** be kept informed should pupils miss interim deadlines.
 - iv. Parents **must** be informed whenever it seems likely that a pupil is going to miss the final deadline.
 - v. The final deadline for controlled assessment/coursework must be no less than **four school weeks** before the date by which marks must be submitted to the Examination Board. This is to allow time for marking, moderation and (if required) re-marking as a result of moderation.
 - vi. If a pupil misses the final deadline following the implementation of the procedure described above then the pupil will be marked as absent for this assessment and will receive no marks, unless there are individual extenuating circumstances.
- f) **Standards:** Guidance should be given as to the standard of performance required to achieve particular grades, using examples of graded work where possible. Some advice as to the length of the project should also be given.
- g) **Marking:** All controlled assessment/coursework will be marked and the results logged internally, shortly after completion, with the department.
 - i. All controlled assessment/coursework marks will be monitored by the subject teacher and the Head of Department, as for any other assessment data.
 - ii. Controlled assessment/coursework marks do not have to be shared explicitly with pupils, since they may be altered by external moderation. However, pupils may be told the appropriate grade of their controlled assessment/coursework. It must be made clear to pupils and parents that any such result is subject to external moderation at a later date and may be amended.
 - iii. Where resit possibilities exist for a subject, pupils should be individually and explicitly advised by their teacher if their current controlled assessment/coursework attainment could be reasonably improved upon, if it may beneficially enhance the overall GCSE grade.

Pupil Copies of Controlled Assessment Preparation & Coursework

When pupils produce work on a computer they must be advised to make regular back-ups and keep a hard copy of the completed work.

Retention of Work

- a) Once controlled assessment/coursework has been marked it must be stored centrally by the Exams Officer in preparation for requests from the Examination Board for it to be sent for moderation.
- b) It is important that the work is kept in a secure place until such time as it can be disposed of.
- c) Any work, as relevant, can be collected by pupils after the published deadline and may be disposed of at the end of January following final results.

Internal Appeals

Where teachers assess students' work for external qualification, they seek to do so fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are also always conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupil work is produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a pupil feels that this may not have happened in relation to his/her work, he/she may make use of the school's internal appeals procedure. However, please note that the appeal can only apply to the procedure used in arriving at internal assessment decisions and does not apply to the judgement itself; pupils cannot appeal against the mark or grade, only the internal procedures used.

After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between schools. This moderation can change the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this procedure. If pupils have any concerns about this they should ask the Examinations Officer for a copy of the procedures of the relevant Awarding Body.

Internal Appeals Procedure

Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal, to the Head and/or the Examinations Officer who will investigate the appeal. The appeal letter should be signed by both the candidate and their parent/guardian.

- a) Appeals must be made before the 30th April in the year of the last externally assessed paper in the exams series.
- b) Appeals will be investigated by Examinations Officer, Lisa Longstaff. If the Examinations Officer was directly involved in the assessment in question, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation.
- c) The Deputy Head (Academic) and/or the Examinations Officer will decide whether the process used for the internal assessment conformed with the requirements of the Awarding Body and the examinations Code of Practice of the QCA/JCQ. This will be done before the end of the examination series.

- d) The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing; a copy of the response will be sent to the candidate.
- e) The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the Board, any changes made to the assessment of work, and any changes made to improve matters in the future. This will be sent within 7 days of the decision being made.
- f) The outcome of the appeal will be made known to the Headmaster Mark Tottman and will normally be logged as a complaint.
- g) The school will maintain a written record of all appeals which will include the outcome of the appeal and the reasons for that outcome. This record is held by the Examinations Officer Lisa Longstaff and will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed by the Headmaster.
- h) The school, via the Examinations Officer will also inform the awarding body if there is any change to the internal assessment mark as a result of the appeal.

More information regarding this procedure and Internal Appeals Form can be found in the Internal Procedures Policy.

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