

BRECON HIGH SCHOOL YSGOL UWCHRADD ABERHONDDU



Controlled Assessment Policy

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Agreed By	Governors on 07/02/2018
Review Date	02/2020

Controlled Assessment Policy for Brecon High School

Controlled assessment is internal assessment and replaces coursework in GCSE. It is used for those parts of a subject which cannot be easily assessed by an external examination, such as working with others and extracting and interpreting information from a range of different sources.

All GCSE subjects are in one of three categories

- High
- Medium
- Limited

The level of control for each stage of assessment is specified as high, medium or low e.g. a research stage might allow students to work unsupervised outside the classroom, an analysis stage might require more formal supervision with pupils working together, and the final stage of writing up findings and conclusions is likely to take place in a supervised classroom environment.

Controlled assessment at Brecon High School will be conducted in line with JCQ (Joint Council for Qualifications) rules and regulations.

This policy clarifies the different responsibilities at each stage.

2. The Curriculum Leader decides the awarding organisation specification for their subject, and is responsible for ensuring that the members of the Department are familiar with the requirements for the controlled assessment for different specifications. This includes
 - Fitting the controlled assessment into the scheme of work to produce a coherent sequence of teaching and learning
 - Providing opportunities for re-sitting units
 - Ensuring that all requirements and facilities are available e.g. ICT equipment, apparatus, storage, accommodation with no information on the walls to help pupils
 - Obtaining the information or set tasks needed
 - Ensuring pupils and staff prepare appropriately
 - Ensuring that controlled assessment is carried out by all pupils and correctly supervised by the teacher, in accordance with Examining Bodies' regulations
 - Pupils and supervising teachers sign authentication forms on completion of the assessment
 - Supply the Examinations Officer with details of all unit codes for controlled assessments
 - Arranging for internal standardisation of marking by all teachers
 - Submitting marks to awarding organisations by the specified dates
 - In conjunction with Examination Officer send information to awarding bodies and "cash in" codes for each unit
 - Accounting for the requirement for 40% terminal assessment
 - Consult with ALENCO on additional arrangements needed for particular candidates
 - Having a contingency plan if a planned assessment cannot take place for some or all of the candidates.

- Liaising with pupils and their parents to ensure they are aware they are responsible for ensuring that a medical note is provided for any pupil who cannot take part in a planned assessment for any medical reason.
3. Controlled assessments take precedence over other School activities, Heads of Department need to ensure that there are no planned activities clashing with or compromising controlled assessments. Any member of staff wishing to organise an activity must contact the Business manager or SLT.
 4. Senior Staff will produce a calendar for controlled assessment to ensure that they are spread out reasonably and that no pupil is over – burdened. This will be given to staff and pupils. The pupils and their parents are responsible for ensuring that no external arrangements are made which clash with these dates e.g. holidays in term time, medical appointments. Staff should report to link SLT the progress of the controlled assessments in their Departments. Senior Staff will create an internal appeals policy for controlled assessments and a home school agreement letter which all parents and pupils must complete.
 5. The Examination Officer will
 - Liaise with subject leaders and SLT
 - Enter pupils for individual units, including controlled assessment units and externally examined units
 - Be responsible for transmission of information, data and confidential materials between awarding organisations and school, e.g. downloading mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before the deadline
 6. The ALENCO will ensure that access arrangements have been applied for and work with staff to ensure requirements for support staff are met.
 7. Parents are responsible for ensuring that the home school agreement letter is adhered to, and that no external arrangements are made when controlled assessments are scheduled.
 8. All pupils are expected to carry out controlled assessments as guided by their teachers and in accordance with Examination Board regulations. Each pupil is required to sign a Declaration of Authentication which ensures that the work is their own.

This policy was accepted by SLT in September 2011

Appendix 1 – An appeals policy.



Brecon High School

Internal Appeals Policy for External Qualifications

Brecon High School's Policy on Appeals is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about Results)

Policy on Internal Assessments for External Qualifications

Brecon High School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/coursework/portfolios, s/he should discuss the matter with the Curriculum Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, BTEC and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
 - "The work you submit for assessment must be your own"
 - "You must not copy from someone else or allow another candidate to copy from you"

- “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [e.g. by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Curriculum Leader not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Curriculum Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
 - c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.
- IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

This policy will be kept under review and revised as necessary

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Brecon High 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. **Brecon High 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. **Brecon High 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. **Brecon High 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. **Brecon High School** will, having received a request for copies of materials, promptly make them available to the candidate.
4. **Brecon High 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. **Brecon High 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. **Brecon High 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. **Brecon High School** will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of **Brecon High School** and is not covered by this procedure.

September 2017

Home School Agreement Letter to parents of Year 10 students

Dear Parent/Guardian

Re Controlled Assessment and Modular examinations

I am writing to highlight to you some very significant and important changes to the assessment and examination scheme for GCSE's.

From September 2009, Controlled Assessment replaced coursework for most new GCSEs, as well as other 14-19 courses.

Traditional coursework, in which candidates produce their own GCSE work at home or school, then submit it for assessment, is being replaced in most subjects by controlled assessments for pupils who began their two year GCSE courses in September 2009. Controlled assessments offer a greater degree of control of both the task setting and task completion. The teaching of the topics will continue to be done in lessons with research and planning taking place either in school or at home. The final write-up or completion of the tasks will now invariably take place in school, in lesson time and under controlled conditions.

There is fuller guidance on the Controlled Assessments on the school web site (Policy Section) and further information is available.

This year several subjects will also be entering year 10 students for modular examinations during the academic year.

This means that examinations will be taken in the summer which will contribute to the final GCSE grade. Your son/daughter should approach all modular examinations and Controlled Assessments very seriously. Brecon High School will continue to offer specific revision and examination technique lessons in school leading up to the exams. Modular examinations and Controlled Assessments mean that the final examination schedule will be less congested in Year 11 and your son/daughter will be studying for fewer exams since some of the final examinations will already have been taken in Year 10.

The examination schedule will be posted on the school web-site as well as information being sent home to you.

Please refer to the school web site for examination information, examination regulations and the timetable for the Modular examinations.

If you have any questions please contact the school.

Yours sincerely

Headteacher