



## **St Louis Grammar School Policy for Centre Assessed Units** [Controlled Assessment and Coursework]

Controlled Assessment is defined as work assigned to and completed by students during the course of their GCSE Studies. It is part of the final assessment of their grade for GCSE and as such must be treated with the same level of seriousness as all other written papers.

**Ensuring the validity of the marks produced from Controlled Assessments is vital in maintaining the high reputation of this school as an examination centre. Therefore, all procedures and practices MUST be in accordance with this policy and the regulations of the relevant awarding bodies.**

Pupils, parents and staff must be fully informed of the regulations with regard to Controlled Assessments. Careful planning is required in order to facilitate both the conduct of the Controlled Assessments and other valuable school activities which form part of the pupils' education.

### **Scheduling Assessments**

**An on-line calendar is available** on which staff conducting Controlled Assessments MUST enter the dates of the planned assessments **at least two weeks prior** to the assessments taking place. In this respect Controlled Assessments have priority over all other school activities, with very few exceptions. Any exceptions must have the prior permission of the Principal. The On-line calendar refers to pupils in Y11 and Y12 only.

### **Regulations for pupils**

- **It is essential that all pupils taking Controlled Assessments are made aware that missing a Controlled Assessment is only possible under exceptional circumstances, e.g. illness, bereavement, etc.**
- Lack of pupil preparation is not an acceptable excuse for missing a Controlled Assessment.
- If a pupil misses a Controlled Assessment, owing to exceptional circumstances they must provide a written explanation from home signed by a parent or a guardian. By arrangement with the class teacher they may be given ONE further opportunity to sit the Assessment but this must be after school supervised by a teacher within the relevant department and NOT in class time.
- Pupils must not take Controlled Assessments at the back of a classroom while teaching takes place.
- If a pupil misses the Controlled Assessment for a second time, the matter should be reported to the Head of Department and Head of Year who will take the issue up with the parents.
- Once the moderation process begins there must be no further opportunity for pupils to submit relevant work.
- It is essential that teaching staff communicate these rules clearly both to the pupils and the parents. A page in the student planner and a standardised proforma is available on shared staff documents for this purpose.

## **Documentation**

- Pupils will be given a JCQ document at the start of each academic year which outlines the regulations for Controlled Assessment.
- An abridged version of the school's policy on Centre Assessed Units will be made available to parents at the parent information evening.
- There is dedicated space in the student planner where dates of Controlled Assessments can be entered.
- In shared staff documents there is a proforma which must be sent home to parents explaining the necessity to take a missed assessment after school. This also outlines the rules which apply.

## **Pupils with Special Educational Needs**

If a pupil has to have special access arrangements for the written components of the examinations, the same access arrangements must apply to the Controlled Assessments and could include the following: -

- Bilingual dictionary
- Extra time of up to 25%
- Practical Assistant
- Prompter
- Reader
- Scribe
- Supervised rest breaks

It is the responsibility of the class teacher to be aware of any Special Needs candidates and liaise, where necessary, with Mrs Henry (exams officer) and Mr Quinn (SENCO). Staff must request special arrangements with Mrs Henry at least a week in advance.

## **Internal Standardisation**

All teaching staff are required to mark Controlled Assessments and Coursework within the agreed departmental time frame and submit samples and marks for moderation. Departments are required to moderate the marks internally according to the requirements of the awarding body and ensure that the appropriate deadlines are adhered to and all necessary paperwork is completed.

Pupils must be provided with the final mark for Controlled Assessment and Coursework after moderation. Work should be annotated and candidate record sheets should be completed according to Awarding Body guidelines to show how marks have been achieved. This will be helpful in any Appeals Procedure which may arise.

## Appeals

St. Louis Grammar School is committed to ensuring that teachers assess candidates' work fairly, consistently and in accordance with the requirements of the relevant Awarding Body.

If a candidate believes that work has not been assessed in line with the assessment criteria he/she may request a review of an internal assessment mark using the Internal Appeals Procedure.

### **Internal Appeals Procedure**

- A request for a review of an internal assessment mark should be made within five days of the candidate receiving their final mark from their teacher.
- Enquiries about requesting a review of an internal assessment mark should be made through the Examinations Officer, Mrs Henry.
- Candidates will be provided with a copy of the assessment criteria/mark scheme and copies\* of their assessed work to allow them to assess on what grounds they wish to request a review of the internal assessment mark.
- The review of an internal assessment mark request should be made in writing using the official form [RIAM FORM 2019\*\*] outlining the reason[s] for the appeal.
- A review of an internal assessment mark request may only be made against the mark to be submitted to the awarding body and not against the process leading to the awarding of the mark or against the quality of teaching.
- Candidates will be informed in writing of the outcome of the review. These will be available from the Examinations Officer, Mrs Henry.
- Any review of internal assessment marks must be completed before the final submission of marks to the awarding body.
- Candidates are reminded that marks submitted to the awarding body may be amended following the external moderation process undertaken by the Awarding Body.

*\*where this is not possible e.g. Art work or Drama performance or Speaking and Listening, etc. candidates may be given access to their original work under supervised conditions. This access is to be arranged in advance with Mrs Henry who will inform the Vice Principal [Teaching & Learning], Mrs O'Neill.*

*\*\*forms available from Mrs Henry and may also be downloaded from school website.*

If a candidate has concerns about external moderation by the Awarding Body they should enquire through Mrs Henry about the appeals procedure of the relevant Awarding Body.

## **Monitoring Arrangements**

It is the responsibility of the Head of Department to ensure that the correct procedures are in place for the conduct of Controlled Assessments. It is essential that procedures adopted ensure that pupils are above suspicion of academic misconduct when completing Controlled Assessment. Each department must have clear procedures in place to avoid:

- Plagiarism
- Falsifying or fabricating data
- Collusion
- Copying
- Bribery
- Personation (one person taking an assessment on behalf of another)
- Any other wilful deception

If a student is suspected of academic misconduct the teacher will collect the evidence and bring it to the attention of the Head of Department and Head of Year who will investigate the matter further and take appropriate action.

If a teacher is suspected of academic misconduct in carrying out Controlled Assessment the matter must be reported to the Principal who will investigate and take appropriate action.

## Roles and Responsibilities

### Senior Leadership Team

The SLT has overall responsibility for ensuring that Controlled Assessment and Coursework operates smoothly in the following ways by

- establishing a whole school policy on Controlled Assessment
- ensuring that all staff are aware of and carry out their responsibilities
- facilitating professional development where necessary
- resolving any issues which arise e.g. providing resources, facilities or dealing with clashes
- monitoring the management of Controlled Assessment and updating the policy as required
- ensuring that there are adequate systems in place for communication between departments, with parents and pupils.

### Heads of Departments

Each Head of Department is responsible for ensuring that Controlled Assessment and Coursework runs in accordance with the requirements of the Awarding Body and adheres to the school's Centre Assessed Units policy in the following ways by

- Selecting Awarding Bodies and specifications
- Taking decisions about timings of Assessments to meet the requirements of terminal assessment.
- Ensuring that pupils and parents are informed of Controlled Assessment in good time
- **Ensuring that departmental staff enter dates for Controlled Assessments into the On-line Calendar.**
- Arranging internal standardisation of marking by all teachers involved in marking an internally standardised component.
- Ensuring that all teachers understand their roles through ensuring adequate professional development
- Ensuring that Controlled Assessment is appropriately embedded in Schemes of Work
- Ensuring that arrangements are in place for candidates with Special Needs
- **Monitoring and verifying that all members of staff carry out Controlled Assessment and Coursework consistently and in line with the requirements of this policy and the Awarding Bodies.**
- **Ensuring consistency of delivery and adherence to the regulations across teaching groups**
- Ensuring that candidates are provided with their final marks for Controlled Assessment/Coursework after the department engages in its internal standardisation process
- Ensuring that all relevant materials are provided to a candidate who requests a review of an internal assessment mark
- Obtaining confidential materials from the Exam store in adequate time to conduct the assessments where appropriate.

- If secure Log-ins are required in the ICT suite, application must be made well in advance to Patrick Heffron, who will apply to C2K to provide them.

### **Class Teachers**

It is expected that class teachers will work collaboratively within their departments to support the Controlled Assessment and Coursework process by..

- Contributing to decisions made about Awarding Bodies and specifications
- Deciding how the Controlled Assessment/ Coursework should be incorporated into the schemes of work
- Providing a coherent sequence of learning to ensure that pupils are prepared for the Controlled Assessment e.g. in developing linguistic skills or carrying out research
- Providing information as required to the Head of Department about timing of Controlled Assessment/Coursework to facilitate whole school planning
- Making available the necessary resources to carry out the Controlled Assessment/Coursework
- Informing the HOD and pupils of Controlled Assessments at least two weeks in advance
- Entering the dates of the Controlled Assessments into the On-line Calendar giving a minimum of two weeks' notice
- Obtaining the confidential materials necessary for the Controlled Assessment to be carried out
- Supervising Controlled Assessment, applying the specified level of control and ensuring that authentication forms are signed by the pupils and the teacher
- Making provision for any candidates with Special Needs
- Storing candidates work securely
- Making contingency arrangements for candidates in line with the whole school policy in the event of either pupil or staff absences
- Making sure that secure Log-ins once activated are kept secure.

### **The Examinations Officer**

The examinations officer will support the Controlled Assessment process by

- Responding to requests from Heads of Department for accommodation and equipment necessary to carry out Controlled Assessment
- Arranging any additional materials which will be required well in advance
- Providing secure storage for confidential materials which are received from the Awarding Bodies
- Entering pupils for all units before the awarding body deadlines
- Downloading and distributing mark sheets for the use of teaching staff and collecting and sending them to the Awarding Bodies
- Processing candidates' requests for a review of an internal assessment mark and the outcomes of such reviews.