



## **Internal and Controlled Assessments for External Qualifications and Conducting Non-Examination Assessments**

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Written by	Assistant Principal and Examinations Officer
Adopted by CVC LECC	
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In accordance with JCQ regulations for the conduct of internal assessments, controlled assessments (legacy GCSE qualifications) and non-examination assessments (new GCSE specification) the centre is committed to ensuring that

- Assessments are conducted by staff with the appropriate subject knowledge.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of assessment is secured through internal standardisation.
- Staff responsible for internal standardisation attend any compulsory training sessions.

### **Staff Responsibilities - GCSE Controlled Assessments**

#### **Senior Leadership Team**

- Accountable for the safe and secure conduct of controlled assessments.
- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to scheduled controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic year. As part of this resolve:
  - clashes/problems over the timing or operation of controlled assessments;
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

#### **Heads of Faculty/Subject**

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment and are familiar with the current JCQ publications.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

#### **Teaching Staff**

- Understand and comply with the general guidelines detailed within the relevant JCQ publications.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-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 if required, ensuring all Awarding body deadlines are met.
- 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 candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.

- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- Take part in moderation of marking to ensure it is standardised across the subject

#### **Exams Office Staff**

- 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 teaching staff to use if appropriate
- In exceptional circumstances where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.
- Provide Heads of faculties and teaching staff with emailed copies of the current JCQ regulations with regards to conducting controlled assessments and non-examination assessments. Hard copy to be available on request.
- Ensure students receive a copy of the relevant 'Information for candidates' documents at the start of Key stage 4 or at the start of their course.

#### **Special Educational Needs coordinator**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

#### **Conducting the assessments / good practice**

- All staff involved with assessments need to be aware of the levels of supervision, high, medium, limited and the implications of each of these levels.
- If photographs / images of the candidates are to be included as part of the presentation, consent must be obtained from parent/carers/guardians.
- Formal permission is not needed for word processing unless otherwise stated in the awarding bodies' specification. The candidate's name must appear on every page as a header or footer along with their candidate number.
- Ensure staff are aware of regulations regarding the use of spell check within their particular specification.
- Keep a faculty log detailing the time and date of each assessment with its title. The name of the supervising teacher and a list of candidates present.
- Keep a log of any incidents which occurred during the assessment.
- Be aware of malpractice.
- Ensure students are aware of penalties associated with malpractice

#### **Students**

- Ensure you are familiar with 'information for candidates' regarding assessments.
- Ask your teacher if you are unsure of anything regarding assessments and marks.
- Only submit your own work – you will have to sign an authentication statement that all work submitted is your own.
- Reference all resources and acknowledge the source. Direct quotes must be in "quotation marks".
- Meet deadlines set by your teachers.

- Do not try and pass someone else's work off as your own, this is called plagiarism, and is taken very seriously. If you break the regulations the following penalties may occur as decided by the awarding body.
  - The piece of work is awarded zero marks.
  - You may be disqualified for that unit for that examination series.
  - You may be disqualified from the whole subject for that examination series.

### **Appeals procedure**

An appeal can be made to the Centre with regards to internal assessments. This only relates to the procedures used in arriving at internal assessment and non-examination assessment decisions, not against the mark or grade.

- The candidate / parent/carer must make an appeal in writing to The Examinations officer at least 6 weeks before the date of the last externally assessed paper of the series.
- The internal enquiry will normally be led by the Examinations Officer or a member of the Senior Leadership Team, provided that neither has been part of the original internal assessment process.
- The enquiry will consider whether the procedures used for assessments conformed to the published requirements of the awarding body and the JCQ codes for conducting controlled assessments and non-examination assessments.

The appellant will be informed in writing of the outcome of the appeal including:

- Information regarding relevant communications with the awarding body.
- Any steps taken to further protect the interest of the candidate.

## Appendix A

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

**Cottenham Village College**, 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. **Cottenham Village College** 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.

#### **Cottenham Village College will:**

1. 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. 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. Having received a request for copies of materials, promptly make them available to the candidate.
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
6. Provide a review application form upon request.
7. 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.
8. 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 outcome of the review.
9. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. Inform the candidate in writing of the outcome of the review of the centre's marking.

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 a candidate's' 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 **Cottenham Village College** and is not covered by this procedure.