

CAMBRIDGE HOUSE GRAMMAR SCHOOL



CONTROLLED ASSESSMENT / COURSEWORK POLICY: UPDATED 2024

This policy should be read in conjunction with the following policies and documents;

- Cambridge House Appeals Policy
- Cambridge House Assessment and Internal Verification Policy
- JCQ Instructions for conducting coursework
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
- JCQ Suspected Malpractice Policies and Procedures

INTRODUCTION

Controlled Assessment in GCSE and Coursework in GCE Specifications, measures subject specific skills that may not necessarily be tested by external assessment. It is a form of internal assessment where the control levels are set for each state of the assessment process by the Awarding Body.

It is in parents/carers', pupils' and teachers' interest that pupils complete high-quality assessments and therefore Controlled Assessment / Coursework should be seen as a priority in raising standards and tackling underachievement.

The control levels (High, Medium or Low) are set by the Awarding Body for each stage of the assessment process. Depending on the level of control defined within the specification, Controlled Assessment / Coursework may take place for example:

- In a normal timetabled lesson or other defined session under supervised conditions.
- Entirely within the centre under supervision with controlled access to resources.
- Outside the centre and involve research with limited supervision.

Controlled Assessments / Coursework may take place at any time during the course. The tasks issued to pupils will be staggered by subject departments, where possible. This will allow pupils to focus on the assessment requirements specific to a particular subject and to avoid overload of work.

ROLES AND RESPONSIBILITIES

The Principal will:

- Ensure that Controlled Assessment and Coursework undertaken within the Centre is conducted in accordance with the Joint Council for Qualifications' instructions and guidance.

- Report to the Awarding Body all instances of suspected or actual malpractice.
- Supervise, or delegate the supervision, of all investigations resulting from an allegation of malpractice.

The Vice-Principal (Curriculum) will:

- Ensure that subject heads adhere to the Awarding Body's procedures for setting, taking and marking the tasks as appropriate to their subject specification.
- Ensure that parents/guardians are informed of the arrangements and dates for Controlled Assessment and Coursework and that they are aware of the internal appeals process.
- Co-ordinate the dates for each subject's set dates for Controlled Assessment / Coursework.
- Provide the agreed dates for Controlled Assessment / Coursework on the School Calendar.

The Examinations Officer will:

- Ensure that Heads of Department / subject teachers have entered pupils for the appropriate units within the timescales specified.
- Ensure appropriate security arrangements for assessment task materials and for completed assessment work within the school.
- Dispatch samples of work for moderation and collate relevant paperwork from subject heads to the awarding body.
- Ensure that any external personnel involved in the assessment process are vetted to comply with Child Protection procedures.

The SENCO will

- Ensure that access arrangements have been applied for before the Awarding Body Deadline.
- Work with teaching staff to facilitate access arrangements.

Heads of Subjects will:

- Manage the Controlled Assessment / Coursework programme in their department in accordance with JCQ, Awarding Body and subject - specific requirements and guidance.
- Ensure that all teachers in their department are familiar with the contemporary JCQ document *Instructions for conducting controlled assessments* and that they understand their roles and responsibilities in accordance with the relevant documents and guidance.
- Agree the time frame and specific arrangements for their subject in relation to setting, taking and marking of Controlled Assessment / Coursework.
- Ensure that relevant internal standardisation processes are conducted in accordance with Joint Council for Qualifications' guidelines and retain evidence that internal standardisation has been completed.

- Liaise with the Examinations Officer to determine appropriate security arrangements for storing of assessment materials and completed tasks; to return all samples of work and associated paperwork to them and to report any suspected malpractice in procedures.
- Arrange to retain candidates work securely in the centre until all possibility of enquiries about results has been exhausted.
- Ensure that all departmental colleagues are aware of what may constitute malpractice and the consequences of such. (See JCQ guidance)
- Liaise with parents/guardians when necessary.

Teachers will:

- Comply with the guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Be familiar with and comply with Awarding Body general and subject- specific requirements for conducting controlled assessments and coursework.
- Ensure that pupils know when the task will take place, the duration and objectives of the task, the assessment criteria they are expected to meet and the skills they are expected to demonstrate.
- Award marks to assessment tasks according to the requirements of the specification and subject specific associated documents
- Take sensible precautions regarding the security of students' work taken home for marking.
- Provide general rather than specific, detailed advice on improving draft work.
- Be vigilant about regulations for supervision as outlined under the different levels of control as specified by the Awarding Body.
- Ensure that any display material in the teaching environment which might provide assistance, is removed or covered when work is conducted under formal supervision.
- Consult with the SENCO regarding any potential access arrangements to meet special needs requirements of individual pupils.
- Retain pupils' work securely in a locked, steel cabinet and collect and store such work (including that stored electronically or saved on encrypted memory sticks) at the end of each session where work is produced over several sessions.
- Ensure that each pupil signs both a declaration before submitting work for the final assessment and sign a declaration of authentication confirming that all the work submitted was completed under the required conditions.
- Inform students of their assessment marks and that these could be subject to further moderation by the Awarding Body.

Pupils will:

- Adhere to the guidance issued by their teacher on Controlled Assessment / Coursework.

- Know the objectives of the task, when it will take place, its duration and the regulations required for its conduct.
- Attend for Controlled Assessment / Coursework at the specified time and date and understand that, if an assessment is missed, it may not be possible to have designated time to catch up.
- Not share “live” coursework or Controlled Assessment / Coursework pieces with other candidates online or through social media.
- Know the guidelines regarding plagiarism and appropriate use of AI.
- Sign a declaration that the work submitted for final assessment is their own.
- Face sanctions imposed by the Awarding Body if protocols are purposely disregarded.
- Clearly reference any websites, books, leaflets, or other material (e.g. videos or artificial intelligence tools) which have been used in the completion of the Controlled Assessment / Coursework.

Parents/Guardians will:

- Support their child in meeting the deadlines for Controlled Assessment/Coursework
- Inform the class teacher immediately in writing if their child cannot attend preparation classes or a set task providing a valid reason for absence
- Understand that, if an assessment is missed, it may not be possible to have designated time to catch up.

REVIEW PROCEDURE

This policy will be reviewed annually by the Examinations Officer in line with any new recommendation from Joint Council for Qualifications’.

Signed:  Chair of Board of Governors

Signed:  Principal

Date 14.05.24