

Policies & Procedures

Controlled Assessment Policy

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Approving body	Abbey MAT Board of Directors
Next review date	*** December 2019
Previous review date	*****

Controlled Assessment Policy

Definitions

Controlled assessment is defined as work assigned to and completed by a student during a course of study. It makes up a proportion of the student's final grade at the end of the course. It is designed to measure skills that are not effectively assessed by external assessment.

Controlled assessment forms an element of the assessment procedures of both the internal and external examination system of students and as such is subject to regulation by the relevant examining body and JCQ.

Controlled Assessment Scheduling

It will not always be possible to avoid a situation where students are undertaking more than one controlled assessment at any one time. This could therefore at certain times throughout the year place considerable pressure on students with controlled assessment preparation and deadlines.

Therefore we will:

- Ensure that an assessment calendar is produced and published every year including details of controlled assessments in order to provide a structured guide for students and parents/guardians as to when controlled assessment will be happening during the academic year
- Ensure that students are supported and appropriately paced throughout their controlled assessments (as far as is possible)
- Ensure that students are supported with the recording and management of controlled assessment deadlines and preparation pressures
- Provide catch up sessions for students who miss a controlled assessment session when initially scheduled

The Academy's responsibilities are:

- To ensure that all students have equal access to everything they need to complete their controlled assessments in a fair way
- To ensure that an effective communications strategy is in place to make sure that parents are fully informed about their child's preparation and progress in controlled assessments
- To ensure that each department develops, maintains and implements its own internal assessment procedures in line with the whole school policy for assessment and recording internal assessments and these to be evidenced in ongoing department practice

The responsibilities of Subject Leaders are:

- To ensure the assessment procedures as outlined in the department's policy and in accordance with the examination boards policy are implemented fully in practice
- To ensure that deadlines are clear, realistic, agreed and shared with department teaching staff, other school staff with interest (ELT/SLT link) students, and parents/carers as appropriate
- To ensure that the procedures for taking controlled assessment are published and understood by department staff
- To ensure that all teacher feedback refers to published mark schemes and guidelines
- To keep records of controlled assessment preparation and task taking maintained and up-to-date
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.

To ensure that all staff in the department follow the same procedures

Disciplinary procedures for academic misconduct

Any student who attempts to gain an unfair advantage in either internal or external assessments will face disciplinary procedures, in line with the school's examination policy. Such misconduct could be: copying, plagiarism, collusion, impersonation, bribery, falsifying/fabricating data.

Ownership of Controlled Assessment

Any piece of controlled assessment created by a student remains under the ownership of the school and once submitted will be securely stored by the school until it has no further value as examination materials.

The examination board will request samples of students work to assess the internal marking of student work, in these circumstances any work sent to the board under this process may be retained by the examination board and used by them for training purposes.

It is strongly recommended that students keep a copy of controlled assessment or ask for a photocopy once the work has been marked for their own records.

Subject Leaders may make their own arrangements to return work to students once it has no further value to the school.

Appeals Procedure

There may be circumstances when a student feels that their work has not been treated fairly and therefore all students may submit an internal appeal to examine whether the work was treated in accordance with the policies and procedures laid down by the school and the examination bodies. The procedure is below:

- The appeal must be submitted to the Principal in writing at least 4 weeks before the last exam in the series in which the controlled assessment was submitted
- The Principal will investigate any breaches to the school's controlled assessment, internal assessment or marking policies. This will include consideration of the examination body's procedures
- This investigation will take place before the final examination in the series has been completed
- The outcome of the investigation will determine whether the appeal will be successful and requires escalation or is rejected

JCQ...

The Academy is committed to ensuring that when members of staff mark candidates' controlled assessment/coursework 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. The Academy 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

- Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series)
- Appeals must be made in writing by the candidate's parent/carer to the examinations officer.
- The head of centre will appoint a senior member of staff i.e. a member of the Senior or Extended Leadership Team, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

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 Lightcliffe Academy and is not covered by this procedure.