



ST IVO SCHOOL

## **Controlled Assessment/Coursework Policy**

Approved: October 2016, Governors Curriculum and Standards Committee

Next review due: October 2018

This Policy covers all coursework and controlled assessments undertaken as part of a subject studied in any Key Stage as part of a course of study at St Ivo School.

### **Outline Statement**

- All staff (both teaching and non-teaching) are expected to comply with any policy or set of guidelines published by external agencies concerned with assessment (specifically exam boards, JCQ and Ofqual).
- The information available in exam board and other agency guidelines provides very specific advice on how to deal with all matters relating to the setting, completion and submission of controlled assessment/coursework marks, samples for moderation and other related items. These guidelines are made available to parents and students via subject staff.

### **Teaching Staff**

- Teaching staff should be familiar with the exam board rules and guidelines for running controlled assessment sessions. The exam board rules will be made available to students at the commencement of any course of study or at the time they begin any coursework or controlled assessment within that course of study.
- The Head of Department is responsible for ensuring consistent practice in line with the exam board's guidelines.
- In most subjects controlled assessment will be completed within normal lessons (with the exception of students with access arrangements). Parents will be informed of dates for controlled assessments in advance. Students will be informed of deadline dates and which sessions are high control and which are low control (if applicable).
- Teaching staff will retain all controlled assessment work between sessions in a secure location.
- Teachers and Heads of Department will ensure that students who have been absent from controlled assessment sessions have the opportunity to complete the assessment at a later date (within in the constraints of exam board deadlines).
- Teaching staff are expected to play a full role in the process of moderation as directed by their Head of Department. They will record marks obtained in accordance with the school and departmental marking and recording policies.
- A final deadline is the date by which the actual piece of coursework must be submitted to the teacher/HOD. Unless there are exceptional circumstances, work may not be marked if it is handed in after the final deadline.

Exceptional Circumstances would include:-

- Certificated medical condition which prevented the student from meeting the deadline.
- Unforeseen personal or family event.

### **Students**

- ***At the beginning of the course, students are given written guidance regarding the Awarding Bodies regulations for Internally Assessed Work, both as coursework or under controlled conditions.***
- Students are expected to understand the concept of high control and low control in respect of controlled coursework and ensure that they adhere to the regulations.
- They should undertake to complete any required research or preparatory element of the work at home.
- Students are responsible for ensuring they have any specific equipment required for a controlled assessment session – for example a black pen.
- Students should advise the teacher in advance if they are going to be absent for any reason so alternative arrangements can be made.
- Students should be aware that the high control sessions are carried out in full exam conditions and that there are serious consequences for failure to adhere to these rules.
- Students should meet all internal and external deadlines set for any coursework or assignment.
- Any breach of regulations relating to controlled assessment will be investigated in the first instance by the Head of Department and an appropriate sanction will be issued including potential loss of marks and submission of a report on misconduct to the exam board for their consideration and possible action.
- Students must not copy the work of others either within or outside of the school and then pass this work off as their own under any circumstances. This will be viewed as plagiarism. Those students who are found to be guilty of plagiarism in any coursework that they submit for marking, will be subject to the regulations laid down by the exam boards. The responsibility for ensuring that their coursework is their own work lies with the students. They will be required to sign a document from the exam board to say that the coursework is their own work.

### **Parents/Carers**

- Parents should read the policy sections written for staff and students.
- Any questions regarding specific coursework/controlled assessment issues should be directed to the subject teacher or Head of Department.
- Parents are advised to keep a note of dates of controlled assessment sessions/ deadlines.
- Parents should read exam board rules and any other document relating to internal coursework/controlled assessment procedure and support their child in preparing for and ensuring they have the correct equipment for the controlled assessment session.

- Parents should ensure that students are present at school and are not taken out for holidays or any other reason at the times that students are doing controlled assessments.

### **Written Appeals Procedure**

***Each Awarding Body publishes its own arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment.***

- ***The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves, you cannot appeal against the mark or grade only the procedure used.***
- ***The parent or guardian must make the appeal in writing to the Examinations Officer, stating the details of the complaint and the reason for the appeal. It must be made at least two weeks before the date of the last externally assessed paper of the exam series.***
- ***There will be an opportunity for the teacher(s) concerned in marking the assessment which is subject to the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the student and the parent or guardian.***
- ***The enquiry will consider whether the procedures used for the internal assessment conformed with the published requirements of the Awarding Body and the Code of Practice.***
- ***The parent or guardian and the student will be informed in writing of the outcome of the appeal including any communication with the Awarding Body and any steps taken to further protect the interests of the students.***
- ***If the parent or guardian is unhappy with the response in writing, he/she can ask for a personal hearing, where the panel will consist of persons not previously involved, normally the Head Teacher and a member of the Governing Body.***

***The School will maintain a written record of all appeals, including the outcome of any appeal and the reason for that outcome. A copy will be sent to the parent or guardian and the student within two weeks of the hearing.***

***After the student'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 the School and is not covered by this procedure.***