

# Coleraine College



## Controlled Assessment and Appeals Policy

The purpose of this controlled assessment policy is:

- To ensure the planning and management of controlled assessments is conducted efficiently and in the best interests of candidates
- To ensure, in accordance with the code of practice produced by QCA, controlled assessments are organised, conducted and assessed by staff that have appropriate knowledge, understanding and skill

### **Staff responsibilities:**

#### *Senior leadership team will:*

- Verify the Assessment Management procedures for high level supervision tasks which will be completed by Heads of Departments and Teachers in Charge of subjects.
- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Coordinate the schedule for controlled assessments.
- Management requirements for the year to avoid:
  - Clashes/problems over the timing or operation of controlled assessments.
  - Issues arising from the need for particular facilities.
- Create, publish and update an internal appeals policy for controlled assessments.

#### *Heads of Department/Teachers in Charge will:*

- Decide on the awarding body and specification for a particular GCSE.
- Obtain the controlled assessment task details from the Examination Boards.
- Provide the Examinations Officer with entry details for controlled assessments including examination series and unit codes.
- Ensure that individual teachers are aware of the requirements of the awarding body's specification and understand their responsibilities with regard to controlled assessment.
- Choose the most appropriate time for the controlled assessment to take place – this may be during timetabled class time.
- Ensure that at least 40% of the whole qualification (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Submit controlled assessment marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

#### *Special Educational Needs Coordinator will:*

- Provide information to the Examinations Office regarding candidates who may require assessment for access arrangements.
- Ensure that all staff are aware of the pupils requiring special access

### *Teaching staff will*

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by candidates, **are stored securely at all times**.
- Ensure procedures are in place for the administration and management of special access arrangements
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Provide marks to HoD, keeping a record of the marks awarded.
- 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.

### *The Examinations Officer will:*

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, **safe storage and safe transmission**, whether in digital or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team.
- Ensure access arrangements have been applied for in consultation with the SENCO.

### **Good Practice**

**Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled assessment) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice**

Appeals against Internal Assessment of work for External Examinations.

Coleraine College is committed to ensuring that whenever its staff assesses pupils' work for external qualifications; this is done fairly, consistently and in accordance with the specifications for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a pupil feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and **not against the mark or grade.**

The following applies:

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled)
- Appeals should be made in writing to the Examinations Officer who will investigate the appeal.
- The Examinations Officer will decide whether the process used for internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
- The pupil will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work and any changes made to improve matters in the future.
- The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Coleraine College and is not covered by their procedure. If the pupil has concerns about this, they should ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.