

Guidance for External Examinations, Controlled Assessment and Non- examination Assessment Key Stage 4

This School Policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel and WJEC.

This document covers the School's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the School and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the School Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to Mr T Bird, Deputy Headteacher (Learning).

At the time of the examinations, candidates must be aware of the JCQ '**Warning to Candidates**', a copy of which is posted outside each examination room.

During examinations, candidates must:

- 1** follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any invigilator present.
- 2** be aware that the possession of a mobile phone, iPod, MP3/4 player, smartwatch or any other electronic communication/storage device in an examination room, whether switched on or not, is an offence under JCQ regulations. School policy is that any such item brought into the examination room must be switched off and handed to an invigilator; it will be kept in a secure area until the end of the examination. From 1st September 2017 JCQ require students to remove their wrist watches and place them on their desks. Failure to observe these regulations may result in the loss of all results for the examination.
- 3** be aware that it is their responsibility to arrive at their examination with all equipment necessary for the completion of their examination. **This equipment includes black pens, pencils, rulers and calculators.**

Students are allowed to bring bottled water (no other type of drink) into the examination room but regulations state that if they do the bottle must be seen through and ALL labels must be removed.

The School undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (ICE) document, and others.

Remark Procedure

A request for a remark can be raised by a student, teacher or parent. **Any such request must be made prior to deadlines set by JCQ; that is 20th September for May/June examinations and 4 weeks from the publication of results for all other examinations.** Students and parents must be aware that results could go down and students must sign the appropriate consent form before any remark request is processed.

A remark request will be supported by the School if a result is considered unexpected. In all other cases the student/parent is free to continue with the remark request but will be charged the appropriate fee as set by the particular examination board.

The Finance Department will contact the student/parent for payment of the fee at the time the request is made.

Examination Re-sits and Charging Policy

All re-sit examination entries will be made as a result of discussion between the student, subject teacher, Subject Leader and parents where appropriate. The cost of any re-sit required by a student of compulsory school age will be met by the School. The School will also pay the entry fee for all first attempts at examinations/modules in KS5. The cost of any subsequent AS or A Level re-sit must be met in full by the student/parent/guardian. Students in the Sixth Form requesting retakes in Maths or English GCSE's but not following curriculum lessons in those subjects will also be charged in the same way. Taking a large number of retake examinations can detract from students making progress on new modules. Invoices will be issued and payment required prior to final examination entry. Absence from an examination caused by a student withdrawing themselves may incur a charge.

Withdrawal Procedure

A candidate may be withdrawn from an examination if he/she has failed to complete the course requirements. Such a decision will only be made after discussions involving the student, Subject Leader, SLT link and parent. Once a decision to withdraw has been made, a formal notification (available from the Examinations Office), will be sent to the student/parent by the Subject Leader. A copy of this letter should be given to the Examinations Officer.

Access Arrangements/Special Consideration

The School is mindful of the fact that some students have additional educational needs that impact on examinations.

Progress Leaders and the Additional Needs Co-ordinator will co-ordinate the collection of all information relating to additional educational needs following the regulations and guidance set down by JCQ. Details of students entitled to special arrangements for examinations will then be forwarded to the Examinations Officer for processing prior to the deadlines set by JCQ. Any special arrangements will also apply to controlled assessments. Any relevant supporting information from parents should be addressed for the Examinations Officer's attention.

Controlled Assessments and Non-examination Assessments

Most subjects have a controlled assessment or non-examination assessment component whose marks contribute to the final grade. It is most important that students keep to the deadlines for the submission of these assessments.

A controlled assessment/non-examination assessment calendar will be prepared during the academic year as exam board requirements are communicated. This calendar will be made available on our school website.

Many students are extremely conscientious and our experience has shown that this can create problems. Students should act on the advice of their teachers in regard to:

- The amount of time to be spent on any controlled/non-examination assessment (there may be rigid guidance)
- The need for planning
- The identification of areas for improvement.

Our approach to controlled/non-examination assessment planning and deadlines is a reflection of the importance of this element of the course and our intention to support students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of controlled/non-examination assessment deadlines. Please read this very carefully.

Candidates must be aware of the regulations regarding the submission of controlled/non-examination assessments, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

What is Controlled Assessment/Non-examination Assessment?

Controlled and non-examination assessments are a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking. Controlled/non-examination assessment measures subject specific skills that may not necessarily be judged by external assessment.

Depending on the level of control defined within the specification, controlled/non-examination assessments 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; or
- Outside the centre and involve research with limited supervision.

Level of Supervision

Supervision can be:

- Formal (high level of control);
- Informal (medium level of control); or
- Limited (low level of control)

as detailed in the specification.

Under **formal supervision** students **must** be under direct supervision at all times. The use of resources by students and his/her interaction with others will be directed by the awarding body; **in particular access to e-mail, the internet and mobile phones must not be permitted.** Students may be required, as an example, to produce an extended piece of work or submit their responses to a series of structured questions under controlled conditions.

Students must not use a mobile phone or any other electronic communication device during a session which is subject to formal supervision.

Under **informal supervision**, the use of resources is not tightly prescribed and group work is normally permitted provided that any assessable outcomes can be attributed to individual students. Students **do not** need to be under direct supervision at all times. However, the school **must** ensure that:

- all students participate in the assessment;
- plagiarism does not take place;
- sources used by a student are clearly recorded;
- each students preparation for the final production of the work is his/her own.

Under **limited supervision** the requirements are clearly specified by the awarding body and work may be completed without direct supervision. Research or data collection may take place outside of the classroom, for example at home.

Controlled Assessment and Non-examination Assessment Guidance

Controlled/non-examination assessment deadlines for submission will be set by departments. After this deadline a teacher or a department cannot accept a controlled/non-examination assessment unless there are extenuating circumstances. Assessments will then be marked, standardised and moderated prior to submission to the examination board.

Success in controlled/non-examination assessments requires students to be both organised and committed. Teachers and departments will set individual deadlines, on a week by week basis, with their students to complete components

of the controlled/non-examination assessments. By following the schedule laid down by their teacher students will receive regular feedback and have the opportunity to review and improve as they proceed. **It is therefore vital that if last minute panic and underachievement is to be avoided that internal deadlines are met.**

Controlled Assessment and Non-examination Assessment Procedure at Monmouth Comprehensive School

1. Controlled/non-examination assessment is a form of internal assessment where the control levels are set for each stage of the assessment process.
2. The statutory regulations require all candidates to confirm that work they submit for assessment is their own. Each candidate is required to sign a declaration before submitting their work for final assessment. This is to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged.
3. Students must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about Controlled Assessment and Non-examination Assessment regulations. There are copies included in this booklet.
4. All students are given the appropriate level of support and guidance and equal opportunity to complete the work.
5. Controlled/non-examination Assessments must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the Awarding Body. This is to enable work to be marked and standardized.
6. You will be given clear instructions by the department as to the time and place for handing in the work.
7. The work must be handed in by you and not given to another student in the School to hand in.
8. If you are absent for a controlled/non-examination assessment, additional time, if required, will be arranged by the department.
9. If controlled/non-examination assessments have not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There may be no further opportunity to complete this work for an improved mark.

Controlled Assessment and Non-examination Assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing to the **Examinations Officer, Monmouth Comprehensive School by 31 May** of the year that the work was assessed.

The appeals procedure is available for inspection.

