

Policy for All External Examinations, Coursework & Controlled Assessments (including Appeals)

Centre No: 68348

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 (Personalised 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 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 device 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. Failure to observe this regulation 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.

Candidates must also be aware of the regulations regarding the submission of coursework and controlled 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.

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 made 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.

Examination Re-sits and Charging Policy

All re-sit examination entries will be made as a result of discussions taking place between the student, subject teacher and Subject Leader. 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. 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 examinations 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 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.

The JCQ Code of Practice requires all centres offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the School and is not covered by this procedure.

The School will ensure that:

3. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
4. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and the School's deadlines for submission. Information about the School's appeals procedure, together with this document, will be given at the same time;
5. within each department, candidates are given adequate and appropriate time to produce the coursework;
6. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
7. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
8. the staff responsible for internal standardization of a subject will attend training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/guardian/friend.
3. The Headteacher will nominate a senior member of staff to lead the enquiry. An experienced Subject Leader or School Governor, to act as an independent member, will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

5. The panel's findings will be formally reported back to the candidate/parent/guardian at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Information for Students

Assessed Coursework Procedures at Monmouth Comprehensive School

Most subjects have a coursework component whose marks contribute to the final grade. It is most important that students keep to the deadlines for the submission of coursework. The coursework deadlines are sent home in the form of a calendar. This calendar is also available to view on the 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 coursework task
- The need for planning on long term projects
- The identification of areas for improvement.

Our approach to coursework 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 coursework deadlines. Please read this very carefully.

1. Coursework is defined as any piece of written or practical work which is marked by the School or an external examiner and which contributes to an external examination grade.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Regulations. An updated version will be displayed in form rooms annually.
3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. All students are given the appropriate level of support and guidance and equal opportunity to complete the work.
6. Coursework 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.
7. Students are given clear instructions as to the time and place for handing in the work.

8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/guardian must bring the work to school to be handed in to meet the deadline. If it is impossible to deliver the work to school, the Subject Leader must be contacted by phone on the deadline day for advice.
10. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.
12. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Subject Leader. A letter will be issued to parents to confirm the extension.
13. Mr T Bird, Deputy Headteacher (Personalised Learning), will act as arbitrator should the need arise.

Coursework 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 by 31 May of the year that the work was assessed to:** The Examinations Officer.
4. Monmouth Comprehensive School Appeals Procedure is available for inspection.

The coursework deadlines issued are the dates after which a teacher or a department cannot accept a piece of coursework unless there are extenuating circumstances. Coursework will then be marked, standardised and moderated prior to submission to the examination board.

Success in coursework modules 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 coursework. 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.**

Most subjects have a controlled assessment component whose marks contribute to the final grade. It is most important that students keep to the deadlines for the submission of controlled assessments. The controlled assessment deadlines are sent home in the form of a calendar at the beginning of September. This calendar is also available to view on the 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 assessment (there may be rigid guidance)
- The need for planning
- The identification of areas for improvement.

Our approach to controlled 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 assessment deadlines. Please read this very carefully.

What is Controlled Assessment?

Controlled assessment is 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 assessment has replaced coursework in new GCSE specifications. Controlled 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 assessments may take place for example:

- In a normal timetables 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.

Controlled assessments may take place at any time during the course (see schedule attached).

Level of Supervision

Supervision can be:

- Formal (high level of control);

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- 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 Guidance

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

Success in controlled 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 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 Procedure at Monmouth Comprehensive School

1. Controlled 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 regulations. There is a copy included in this booklet and a copy will be displayed in each form room.
4. All students are given the appropriate level of support and guidance and equal opportunity to complete the work.
5. Controlled 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 assessment, additional time, if required, will be arranged by the department.
9. If controlled 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 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 coursework was assessed.
4. The appeals procedure is available for inspection.

What the Subject Leader must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the School procedure for internally assessed coursework/controlled assessment was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework/controlled assessment provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework/controlled assessment if this differs from that of the Awarding Body.
4. Dates when the coursework/controlled assessment was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the appropriate level of support and guidance and equal opportunity to complete the work.
6. The departmental policy for candidates who were absent when the coursework/controlled assessment was set or were absent for part of the period during which the work was being carried out.
7. Dates when the coursework/controlled assessment was marked by the teachers.
8. The name of the teacher in charge of the internal standardization.
9. Dates when the teacher attended the last Awarding Body standardization meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Date(s) for departmental standardization meeting and teacher in attendance.
12. If the teacher assessing the piece of coursework/controlled assessment was absent, what was done to ensure that the information was given to the teacher?
13. Copy of coursework/controlled assessment marks sent to the Awarding Body.