

## **GCSE and GCE CONTROLLED ASSESSMENT/COURSEWORK (including COMPLAINTS and MALPRACTICE)**

*Last update: November 2015*

This policy takes full account of the Joint Council for Qualifications (JCQ) instructions to which reference should be made if further details are required for:

- Instructions for conducting controlled assessments
- Instructions for conducting coursework/portfolios
- Suspected malpractice in examinations and assessments

Early in the Autumn Term, Year 10 students and their parents will receive information explaining policy and practice. An information evening is provided for parents to gain an understanding of the nature of GCSE controlled assessment/coursework and ways in which they can help their children to manage the demands. Students are given two-year planner showing when individual controlled assessment/coursework units will be set and the deadlines for completion.

The agreed controlled assessment/coursework management policy, which applies to all subjects, is as follows:

- 1 When a controlled assessment/coursework unit is introduced in class, the teacher will explain what the purpose of it is, and what will need to be done. A detailed step by step plan will be worked out with the student.
- 2 In most subjects, most of the controlled assessment/coursework, including reading and research, will be done during lesson time. The rest may be set as homework tasks.
- 3 The student will monitor their own progress in the controlled assessment/coursework against the planning page. They will tick off each stage as it is done. If a problem arises at a particular stage, eg difficulty in understanding, or in finding resources, **the student must immediately ask the teacher's advice.** In turn, the teacher will endeavour, from time to time, to check progress on students' planning sheets and discuss the work so far, giving advice and support where appropriate.
- 4 When part of the controlled assessment/coursework is planned to be done at home, that is the only homework that will be given at that time in that subject.
- 5 As students monitor their own progress weekly, they may choose to do the controlled assessment/coursework at home at any time during that week as best fits in with work in other subjects that they have to do. However, students must not allow controlled assessment/coursework to accumulate towards the end of the week, and parents and teachers should try to ensure that this does not happen.
- 6 With this system of teacher monitoring and self-monitoring, and with appropriate lessons devoted to controlled assessment/coursework, there can normally be no reason for work not being completed on time. In extreme cases, such as extended absence through illness, the student may request a short extension.

It will be up to the teacher to decide whether or not it is possible to allow this, taking into consideration further work to be done and such Examination Board deadlines as are available.

- 7 During the two weeks before the Year 10 Summer Exams, and the two weeks before the Year 11 Winter mocks, the only homework to be set will be directly related to these exams: that is, students will not do controlled assessment/coursework at home at the same time as they are expected to prepare for examinations.

- 8 Subject staff will begin to teach controlled assessment/coursework skills before Year 10.

- 9 As part of their pastoral role, Year 10 and 11 tutors will monitor controlled assessment/coursework progress. If the student has a general controlled assessment/coursework problem then he or she should discuss it with their tutor and their subject teacher.

This policy is simply to help the students be successful and gain the highest grade of which he or she is capable. However, that grade will always be influenced by the commitment and regular hard work which the student puts into these two years.

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## **GCE and GCSE Controlled assessment/coursework - Complaints About Internal Assessment**

This policy covers

- Part A: Concerns about internal assessment procedures.  
Part B: Enquiries about internal assessment decisions.  
Part C: Disputes when the school is not willing to support an enquiry about a result.

### **Introduction**

Controlled assessment/coursework is set and marked at various times during the course. You often see your un-moderated mark and occasionally question the score. This policy covers issues that may arise from discussions with your teacher.

It is vital that any concerns you have or appeals you make are resolved well before the examination board deadlines. Once the deadline has passed the examination boards will do their best to incorporate the changes. They, however, cannot guarantee that the certificate will be ready on time.

#### Part A: Concerns about internal assessment procedures

This section is about the process of setting and marking controlled assessment/coursework and not about the marks themselves. Details of the assessment procedures for each piece of controlled assessment/coursework are published on the examination board's website. It is against these instructions that you can have a concern, for example:

- You read that about 5 hours of teaching time is required but your allocation of hours is different.
- You were seriously ill during the controlled assessment/coursework and you feel that this has not been considered.
- When you see your controlled assessment/coursework, there is no annotation on the script and you wonder how the marks were allocated.

#### Part B: Enquiries about internal assessment decisions

This section is about how the marks were allocated. The mark schemes are available on the examination board's website together with support material. The support material may contain exemplar controlled assessment/coursework, guidance on marking and moderation together with the latest examiner's reports.

You need to be aware that the controlled assessment/coursework mark that your teacher has given you will have to be moderated by the examination board. The controlled assessment/coursework for the whole class may be adjusted to bring it in line with other centres.

It is against these instructions that you can have a concern, for example

- There seems to be an inconsistency between the annotation on the controlled assessment/coursework and the marks.

#### Part C: Disputes when the school is not willing to support an enquiry about a result

This section is about enquiring and appealing to the examination board after the results have been received. On the JCQ website at [www.jcq.org.uk](http://www.jcq.org.uk) there are details about the Enquiry about Results (EAR) procedures. It is worth noting that if the examination board have accepted the school's controlled assessment/coursework marks then they can not be re moderated. You can only apply for re-moderation if the examination board disagrees with the school's assessment.

It is against these instructions that you can have a concern, for example

- You feel that the examiner or moderator has been too strict in following the mark scheme but the school thinks it is reasonable.
- You feel that the school should pay for the enquiry but the school is unwilling to do so.

#### **Procedure**

- i The candidate should raise the matter with the relevant teacher within a week of identifying the concern.
- ii If this does not provide a resolution the grievance should be discussed with the Examinations Officer. They will make a written record of the situation and pass the appeal to the Headteacher or a Deputy Headteacher in the first instance.
- iii If no satisfactory resolution can be found within a week (5 school days) then the appeal will go to a hearing. This needs to take place within the following fortnight (10 school days).
- iv The appeal hearing will give a final decision and consist of following members;
  - The candidate and a single carer if so desired
  - The teacher(s)
  - The Headteacher or a Deputy Headteacher
  - an independent person who has not been involved in the case
  - A clerk

#### **GCSE and GCE (A Level) Course and Portfolio work – Malpractice**

Nationally there has been a steady increase over the years in the number of cases of plagiarism in controlled assessment/coursework. A culture is emerging where by it is seen by the candidates that the risks of being caught are low and the benefits are high. To tackle this the Joint Council for Qualifications have issued guidelines to both teachers and candidates about the seriousness of plagiarism.

All candidates sign a declaration form that states that the submitted work is their own. If malpractice is then discovered, there are published procedures for dealing with the situation. However if malpractice is discovered before the form has been signed, then it is an internal matter for the school.

#### **School procedure for dealing with plagiarism**

The time scale indicated below gives the maximum periods between each step taking place. In practice, the time between each stage should be minimised in order to avoid stress on the candidate and to ensure that deadlines are not missed.

- 1) Every September the JCQ "Notice to Candidate about malpractice" is to be issued to every Sixth Form candidate. Also a copy of JCQ document on plagiarism will be issued to all staff

- 2) If the teacher suspects that there has been plagiarism when marking the work they should first check with other members of their department that their suspicions are correct. The staff should not talk about this with the candidates.
- 3) If there is evidence of plagiarism, The Deputy Headteacher (curriculum) needs to be informed in writing within 5 school days. There will then be an interview with the candidate and the leader of the controlled assessment/coursework to determine the facts and letter(s) sent home outlining situation. This should take place as soon as possible, no later than 5 school days after the Deputy Headteacher (curriculum) being notified.
- 4) Those involved with the malpractice will have no work submitted for that unit/component.
- 5) There will be a right of appeal against the findings of the internal procedure through the Headteacher or delegated Deputy Headteacher. If the candidate wishes to exercise this right, they must do so within 5 school days of being informed that the unit/component is not to be submitted.

*Discussed by Governors' Teaching and Learning committee: 12 November 2015*  
*Approved by full Governors: 9 December 2015*  
*Next review: November 2017*