

# **Bicester Technology Studio**

## **Controlled Assessment Policy**

### **Introduction**

Coursework is any piece of written or practical work which is marked by Bicester Technology Studio (BTS) or by an external examiner and which contributes to a GCSE, BTEC and A-Level award.

Students will be given appropriate support within the guidelines of the awarding bodies to enable them to meet the demands of coursework to the best of their ability. Teachers, tutors and parents all have critical roles to play in supporting students through coursework completion.

### **Aim**

In accordance with the *Code of Practice* for the conduct of external qualifications produced by QCA, Bicester Technology Studio (BTS) is committed to ensuring that:

- Internal assessments are conducted by employees that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Employees responsible for internal standardisation attend any compulsory training sessions.

**Controlled Assessments** at GCSE and A-Level are not coursework and are carried out adhering to the guidance published by the relevant examining body.

### **Background Information for Parents and Students**

A GCSE Coursework Guide for Students will be issued in the September of Year 10 and be available on the school Internet site.

The guide will explain the Notice to Candidates from the Joint Council for Qualifications about coursework regulations, internal BTS procedures, and the appeals procedure relating to internal assessment decisions required by the Joint Council for Qualifications Code of Practice.

Students and parents / guardians will be asked to sign a return slip to agree to abide by the procedures. An annual coursework calendar for all students setting out the final assessment dates for each subject will be issued to all parents and students in writing and be available on the school Internet site. As far as possible these dates will be spread throughout the year.

### **Managing the Production of Coursework**

Coursework tasks will be explained to students appropriately within the guidelines set by the awarding bodies. A written outline of what is required will always be given to students.

Assessment criteria and weightings will be explained to students and wherever possible students will be given access to examples of completed coursework to enable them to judge the standard that is expected of them.

Students will be given realistic timescales to enable them to complete the task in a managed manner.

Coursework will be monitored at regular intervals and records kept on the stage of completion of the work. Where permitted, and within awarding body guidelines, comments will be made on draft versions as to how work could be improved.

Deadlines, once published within BTS, will be enforced. Students will be required to enter key dates in their calendar.

### **Subject teachers will meet any student who fails to meet a coursework deadline.**

The appropriate member of staff will be informed as soon as possible. If there is good cause, supported by a letter from the parents, a short extension may be granted.

If an extension is missed, the Trust leader will advise parents at the earliest opportunity that their son/daughter is behind with coursework and seek their active support in ensuring that this is received. A further extension will only be permitted if it is appropriate to do so in **exceptional** individual circumstances.

All students who fall behind with coursework will be required to complete the work during Independent Study Time, at lunchtimes or during enrichment. All students will correctly complete a declaration of authentication.

### **Assessment**

Coursework will be marked to an agreed standard **within** each department, using the assessment criteria published by the awarding body. Internal moderation procedures stipulated by the awarding bodies will be followed and all forms completed.

Coursework, once collected and assessed, will be stored securely. Coursework which is stored digitally on computers within BTS must be backed-up in case of damage or loss. When work is stored on a portable storage device (such as a USB memory stick), the student is responsible for ensuring that any files are also copied onto the school network and their computer. Students who lose coursework by failing to do this may not get any special consideration from the Bicester Technology Studio Examination Officer.

Coursework must never be left unattended in an environment where other students could gain access to it. Mark schemes and exemplar material will be retained in subject areas for reference.

### **Support and Guidance**

Mentors will monitor the pressures placed on students through the requirements of coursework completion so that students are not placed under undue stress.

Teachers will inform the Trust leader and Mentor of any situation where a student is not coping with the pressure of completing work according to the assessment criteria.

The Trust leader will inform parents in advance of any potential withdrawal from a public examination due to coursework not being completed. This communication should give students adequate time to still meet the coursework deadline prior to any withdrawal decisions being confirmed with the Trust leader, Vice Principal and Principal.

### **Malpractice**

In all situations where coursework is monitored appropriately according to BTS policy any suspected malpractice by a student is likely to be identified at an early stage i.e. during drafting.

In any circumstance where coursework malpractice is suspected the following procedure will be followed in the strictest confidence:

- The teacher suspecting the malpractice should communicate his/her suspicions to the Trust leader immediately.
- If the suspected malpractice is confirmed, the student and his/her Mentor should be initially advised of the concern regarding potential malpractice and the student given the opportunity to comment.
- The teacher and Trust leader should record their concerns in writing in case of any future dispute. Any outcomes agreed with the student following discussion should also be recorded and a copy passed to the Mentor.
- If the student has misunderstood the requirements of the coursework he/she should be given another opportunity to resubmit the piece of coursework in full.

- In any situation where a student is being asked to resubmit a draft of coursework the student's trust lead should contact the student's parents to explain the situation to them.
- If a student intends to resubmit coursework where malpractice is still suspected the Principal should be informed. They will make contact with the student's parents to arrange to discuss BTS' concerns with them immediately, usually alongside the Trust leader.
- Parents must be reminded of the consequences facing their son/daughter if coursework is submitted where malpractice is suspected and proven.
- If a teacher and Trust leader find themselves in the situation where they cannot sign an awarding body authentication form confirming that no malpractice has occurred they must inform the Principal at least 5 school days prior to the deadline for posting the form to the awarding body.

## **Appeals Procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning the internal assessment as required by the Joint Council for Qualifications Code of Practice.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves. The appeal must be made in writing to the school's Examinations Officer before the date of the last externally assessed paper for the relevant subject(s).

The enquiry into the internal process will normally be led by the Examinations Officer/ and the Principal, provided that neither has played any part in the original internal assessment process.

The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body and the *Code of Practice*

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the awarding body
- Any steps taken to further protect the interests of the candidates

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

The subject lead must provide the following for the appeal panel:

- Subject Area minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
- The mark scheme or marking criteria for the coursework provided by the awarding body.
- The subject area mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
- Dates when the coursework was set and to be handed in for that student.
- Evidence that all teaching groups have been given the same length of time.
- The departmental procedure for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out i.e. any extensions allowed.
- Dates when the teachers marked the coursework.
- The name of the teacher in charge of the internal standardisation.
- Dates when members of the department attended the last awarding body standardisation meeting.
- Evidence that the information from this meeting was disseminated to the Subject Area.
- Date(s) for Subject Area standardisation meeting and teacher attendance.
- If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher.
- Copy of coursework marks sent to the awarding body.
- The above information should be provided in a ring binder or suitably filed. It is advisable to set up this binder at the beginning of the course and update it each year. If an appeal application is made, there will only be a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.** The awarding body may also request this evidence if a parent makes a further appeal against the panel's decision.

## Monitoring and Evaluation

Monitor and evaluate the outcome of coursework assessments to further refine our practice for the benefit of future students. The Board of Governors and Principal will monitor the operation and effectiveness of BTS' Controlled Assessment Procedures.

Policy Written: May 2016

Policy Review Date: 31st August 2017 **Appendix 1**

AQA Edexcel OCR CCEA WJEC

## Notice to Candidates

### GCE, VCE, GCSE and GNVQ EXAMINATIONS Coursework and Portfolios

**This notice has been written to help you.**

**Read it carefully and do what you are asked.**

**If there is anything you do not understand, ask your teacher.**

## **A. Regulations**

**A1. The work which you submit for assessment must be your own.**

However, you may:

- Quote from books or any other sources, including the internet: if you do, you must state which ones you have used;
- Receive guidance from someone other than your teacher: if so you must tell your teacher, who will record the nature of the assistance given to you.

A2. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you will be disqualified from at least the subject concerned.

A3. When you hand in your coursework or portfolio for assessment, you will be required to sign that you have understood and followed the coursework and portfolio requirements for the subject.

## **B. Advice**

B1. Keep to the deadlines your teachers set.

B2. Take care of your work and keep it safe.

B3. Ask your teacher if you need any guidance.

B4. If you have been absent and have any problems with completing your coursework or portfolio, talk to your teacher.

## **Appendix 2**

### **COURSEWORK REPLY SHEET**

***Student***

***Name:***

***Form:***

We have received the letter containing:

The Bicester Technology Studio Coursework Procedure.

The Bicester Technology Studio Coursework Appeals Procedure.

The Joint Council Notice to Candidates about Coursework Regulations.

***Student signature:***

***Parents Signature:***

***Date:***

**Please return this reply sheet to the Examinations Officer**