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Eastbrook School
GCSE Controlled Assessment & Non Examination Assessments Policy

Principles

Eastbrook School's policy for controlled assessment and Non Examination Assessments is in line with the requirements of the JCQ. The policy is in place in order to maintain our consistency of practice, accuracy and fairness for all subjects and all teachers and to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with awarding body specifications.

Deadlines to staff for marking internally assessed work will be set annually to allow for candidates to query their awarded mark and to allow the internal appeals procedure to run its course in due time to allow for the centre to still meet the awarding bodies mark submission deadlines, usually this will be set as 3 weeks prior to awarding bodies final mark submission deadline. See exams appeals policy

This policy should also be read alongside the JCQ publication : Issues affecting non-examination assessment for GCSE (9-1) Computer Science (first teaching September 2016)

Depending on subject and specification, assessment might be:

1. **High control** – the exam board sets the task to be completed and the school chooses one of these tasks at the set time and under the exam board's specified conditions
2. **Medium control** – the subject may choose from a selection of assignments produced by the exam board or design its own and sets the time and date for preparation activities and the controlled assessment specific activity
3. **Limited control** – the school designs its own assignments against set criteria and sets the time and date for preparation activities and the controlled assessment specific activity

Procedures

A range of responsibilities are held by different staff:

Senior Leadership Team

- Accountable for the safe and secure conduct of assessments
- Ensure assessments comply with the JCQ guidelines and awarding bodies' subject specific instructions
- Coordinate the completion of assessments across the school, ensuring resources are available and a fair distribution of curriculum time is maintained
- Ensure that all staff have a calendar of events
- Create and monitor the appeals process for students.
- Regularly quality assure that departments are maintaining a log of the secure storage of assessment material (see appendix table), and that secure storage is adequately secure within departments (whether hard copy or soft copy).
- To check records of marks and the work which evidences some of those marks.

Subject Leaders

- Recommend the awarding body and specification for the qualification undertaken

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- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting assessments
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to assessments
- Ensure that individual teachers understand the requirements of the awarding body's specification and arefamiliar with the relevant teachers' notes, and any other subject specific instructions
- Ensure that individual teachers understand what is permissible as preparation towards a assessment task, in line with awarding body's specification.
- **Collate marks for all candidate work at least 3 weeks prior to mark submission deadline to allow for any appeals of marks by candidates.**
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks tomeet local circumstances, in line with awarding body specifications and control requirements
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s)and ensure that such materials are stored securely at all times.
- Ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment
- Maintain a log of the secure storage of assessment material (see appendix table), ensuring that secure storage is adequately secure within department (whether hard or soft copy).
- To keep records of marks and the work which evidences those marks.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting assessments
- Understand and comply with the awarding body specification for conducting assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations,only permitting assistance to students as the specifications allow.
- Ensure that any preparation, if permissible, towards an assessment tasks is in line with awarding body's specification.
- Mark internally assessed components using the mark schemes provided by the awarding body. Via the subjectleader, submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded
- **Inform candidates their marks at least 3 weeks prior to mark submission deadline to allow for any appeals of marks by candidates.**
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results.
- In theevent that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and anysubsequent appeal has been conveyed to the centre
- Ask the member of staff responsible for Special Exam Arrangements for any assistance required for the administration andmanagement of access arrangements.
- In collaboration with the Head of Department, ensure the secure storage of assessment material, whether hard or soft copy.
- To submit to the HOD records of marks and the work which evidences those marks.

Examinations Officer

- Enter students for individual units, whether assessed by assessment, external examination oron-screen test, before the awarding bodies' deadlines for final entries
- Collaborate with member of staff responsible for Special Exam Arrangements and ensure that applications are made for access arrangements for eligible students
- Enter students' 'cash-in codes' for the terminal examination series

- Where confidential materials are received directly by the examinations office, to be responsible for the receipt,safe storage and safe transmission whether in hard copy or CD/DVD format
- Receive/download and distribute mark sheets for teaching staff to use, and collect and submit completed mark sheets to awarding bodies before deadlines
- On those few occasions when assessment tasks cannot be conducted in the classroom, arrange suitable accommodation where assessment can be undertaken.
- Check that a log of the secure storage of assessment material is maintained by HODs (see appendix table), and offer secure storage space to departments where facilities are not available locally within departments (whether hard or soft copy).

Special Exam Arrangements Co-ordinator

- Ensure identification and testing of those students who may be eligible for access arrangements
- Collaborate with examinations officer to ensure that appropriate access arrangements are made for eligible students
- Work with teaching staff to ensure that requirements for support staff are met

All

- Assessment will in most cases take place within the timetabled lesson. Where necessary, appropriateor desirable, an alternative specific time may be set aside
- When assessment takes place in classrooms, relevant display materials will be covered
- Where required by the exam board, designated research materials / planning sheets will be provided andsubmitted as appropriate
- Where appropriate, the level of ICT access will be differentiated to comply with requirements of specific coursese.g. internet access. If necessary, students work should be stored securely on a USB and retained in the same confidential manner as work on paper
- Where a student is absent, time will be allowed to make up this missing time, provided it does not contraveneany identified time limit.
- Where a student is absent for a long time, specification guidance for specialconsideration will be followed.

Authenticating work

Signed candidate declarations will be kept on file until the deadline for an enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

All candidates will be supplied with the JCQ Information for candidates: non-examination assessments document & Information for candidates – GCSE controlled assessments document.

Appeals

Refer to Eastbrook School Exam Appeals Policy

Disruption to Controlled Assessments

See Eastbrook School Exam Contingency Plan & Appendix N: Controlled Assessment and Non Examination Assessment risk and contingency plan

Review

This policy is to be reviewed at least annually in light of changing guidelines from JCQ or specific exam boards. JCQ documents relating to this policy can be found at:

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https://www.jcq.org.uk/exams-office/non-examination-assessments

This includes information on the nature of assessment, further information on staff responsibilities and risk management.

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Log of secure storage of Controlled Assessment material. Departments can copy this table and maintain their own log (whether printed or soft copy)

Subject	Component code	Awarding body	HoD/sign in/out	Reason	In/Out	Date	Location [hard/soft copy]	No. of CA scripts taken in/out	No. of CA scripts remaining in secure storage
Example French	5FR02	Edexcel	HL	Secure store	In	22/11/2015	H12 filing cabinet	50	50
Example French	5FR02	Edexcel	HL	marking	Out	30/11/2015	H12	35	15
Example English	4705	AQA	RP	storage	In	01/12/2015	Q: staff drive	23	23
Example Statistics	ST02/H	Edexcel	HB	Pupils need to work on section 2	Out	05/12/2015	C18	10	13

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This is the cover sheet which should be maintained by pupils for all CA tasks. This cover sheet is a log of the date when a pupil has worked on CA and also notes the time spent each time. This pupil front cover sheet will match the secure storage log (see above), i.e. when HB signed out 10 pieces of ST02/H CA task for pupils to work on, the front cover sheet for only ten pupils will show the date 05/12/2015 and the remaining 13 copies in secure storage will not.

The pupil cover sheet and the secure storage log will be randomly inspected by SLT.

Subject					
Component code					
Awarding body					
Title					
Pupil Name					
Teacher name					
Date		Time started		Time finished	
Date		Time started		Time finished	
Date		Time started		Time finished	
Date		Time started		Time finished	
Date		Time started		Time finished	
Date		Time started		Time finished	
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Date		Time started		Time finished	
Date		Time started		Time finished	
Date		Time started		Time finished	
Pupil Signature					