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# **LORDSWOOD GIRLS' SCHOOL & SIXTH FORM CENTRE**

## **POLICY FOR ASSESSMENTS**

### **RATIONALE**

The current assessment framework requires candidates taking GCE, GCSE, Vocational or Online qualifications across a range of subject areas to complete a number of assessments under controlled conditions. This policy provides guidance on the implementation of controlled assessments, ensuring compliance with JCQ regulations.

### **IMPLEMENTATION**

The Headteacher has overall responsibility for the safe and secure conduct of controlled assessments. The day to day responsibility for the conduct of controlled assessments lies, however, with the Data & Assessment Manager and Lead Professionals. The Data & Assessment Manager, Lead Professionals, Consortium Management and Lead Assessors ensure that assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

### **GCSE controlled assessments: Staff responsibilities**

- In the summer term, Lead Professionals will be asked to submit their schedule for controlled assessments for the following academic year. Lead Professionals are expected to try to schedule assessments across the two years of Key Stage 4.
- The Data & Assessment Manager will then map overall resource management requirements for the year and as part of this resolve:
  - clashes/ problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- The Data & Assessment Manager, in consultation with the Leadership Team, will ensure that all staff involved have a calendar of events
- In the case of diploma principal learning controlled assessments, the consortium management will ensure that procedures are in place to cover requirements for summative assessment and that these are communicated to all relevant consortium staff.
- The Data & Assessment Manager, in consultation with the Leadership Team, will create, publish and update an internal appeals policy for controlled assessments.

## **Vocational Courses: Staff responsibilities**

In the autumn term, Lead Internal Verifiers will be asked to submit their assessment schedules to the Quality Nominee for the full programme.

- Lead Professionals are expected to try to schedule assessments across the two years of the key stage.
- Lead Professionals will make arrangements to complete standardisation training with staff delivering and internally verifying briefs and assignments.
- Lead Professionals will make arrangements to standardise internally the marking of all teachers involved in assessing completed assignments.
- Lead Professionals will ensure that individual teachers understand their responsibilities with regards to assessing assignments.
- Lead Professionals will ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' guidance and any other subject specific instructions.
- Where appropriate, assignment briefs will be developed to meet the needs of the assessment criteria in line with the awarding body specification and requirements.
- Where appropriate, line of learning leads must obtain confidential materials/tasks set by the awarding bodies from the relevant exams office in sufficient time to make preparation for assessments.
- Lead Professionals must ensure that learners and assessors sign authentication forms on completion of an assessment.
- Lead Professionals must retain learners work securely between assessment sessions.

## **BCS Online Testing : Staff responsibilities**

The Lead Professional for this qualification is responsible for ensuring that Learners are fully prepared for a unit before requesting an examination entry. The Lead Professional must also ensure that learners are aware that there will be a maximum of four attempts at each unit. The Centre Manager will ensure that Teaching staff and the Lead professional are adhering to the recommended regulations.

- Learners who are unhappy with any aspect of the assessment and award process should first discuss the problem with their Centre Manager. The reasons for dissatisfaction must be made clear by Learner at this time.
- The Centre will keep a record of such discussion together with date and outcome.
- If a Learner is not able to resolve an appeal at the approved centre then he/she has the right to appeal to BCS. This may be done via the Centre Manager or direct to the BCS Quality Assurance Team in writing. Learner appeals must be made to BCS as per the BCS Learner Appeals Policy within 20 days of the assessment.
- During any stage of the Appeals Procedure the Learner is entitled to be represented or accompanied, should they wish.

- Learners who wish to take their appeal to BCS must do so within 20 days of the assessment. There is a fee of £10 which the learner will have refunded if he/she wins the appeal

### **Lead Professionals**

- Lead Professionals will decide on the awarding body and specification for a particular Qualification.
- Lead Professionals will make arrangements to standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Lead Professionals will ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Lead Professionals will ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, Lead Professionals will develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### **Teaching Staff**

- Teaching staff must ensure that they understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*. understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Teaching staff must ensure that they supply to the Data & Assessment Manager details of all unit codes for externally assessed Units.
- Teaching staff must ensure that they 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.
- Teaching staff must ensure that they supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Teaching staff must ensure that they ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Teaching staff must ensure that they mark internally assessed components using the assessment criteria provided by the awarding body and that they submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Teaching staff must ensure that they retain candidates' work securely.
- Post-completion, Teaching staff must ensure that they retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, they should retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Teaching staff must ensure that they ask the Director of Intervention & Inclusion for any assistance required for the administration and management of access arrangements.

## **The Data & Assessment Manager**

- The Data & Assessment Manager and her Assistant will enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- The Data & Assessment Manager will enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, the Data & Assessment Manager and her Assistant will be responsible for the receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Data & Assessment Manager or her Assistant will download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom, the Data & Assessment Manager will arrange suitable accommodation where controlled assessment can be carried out, in consultation with the senior leadership team.

## **Director of Intervention and Inclusion**

- The Director of Intervention & Inclusion will ensure access arrangements have been applied for.
- The Director of Intervention & Inclusion will work with teaching staff to ensure requirements for support staff are met.

## **Teaching staff**

- Teaching staff should follow the requirements for supervision as set out in the awarding body specification at the specified level of control, only permitting assistance to students as the specification allows.
- Teaching staff must mark assessments according to the mark schemes and guidance provided by the awarding bodies. Submit the marks through the relevant exams office to awarding bodies when required, keeping a record of the marks awarded.

## **Exams office staff**

*(Please note this could refer to the exams office of an individual school or college, or to a centralised exams office that covers all controlled assessment within a consortium depending on local circumstances.)*

- Exams Office Staff will enter learners for all units, whether assessed by controlled assessment internally or externally assessed, before the awarding body deadline.
- Where confidential materials are directly received by the exams office, Exams Office Staff will be responsible for the receipt, safe storage and safe transmission, whether in CD or hard copy format.

- Exams Office Staff will download and distribute mark sheets for the use of teaching staff, and collect/send them to awarding bodies before deadlines.

### **Monitoring**

The implementation of this policy may be subject to external checks from examination board inspectors.

This policy will be reviewed annually by the Curriculum Committee of the Governing Body

### **APPENDIX**

## **LORDSWOOD GIRLS' SCHOOL AND SPECIALIST CENTRE FOR MEDIA ARTS**

### **INTERNAL APPEALS PROCEDURE**

#### **Policy on Assessments for Qualifications with English Awarding Bodies**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Lordswood Girls' School is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conducts assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

#### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Assessment & Data Manager will be able to advise pupils and parents of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation.

A pupil or parent wishing to appeal against the procedure used in controlled assessments should contact the Assessment & Data Manager, Mrs Evans, as soon as possible to discuss the appeal, and the school must receive a written appeal *at least two weeks before the date of the last external exam in the subject.*

On receipt of a written appeal, the Assessment & data Manager and the Quality Nominee Mrs Verma, will conduct an enquiry into the assessment. This enquiry will consider whether the procedures used in the assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates. Learners who are not satisfied with the outcome of the centre appeal may apply in writing to the Awarding Body within 90 days of the assessment.

### **Enquiries on Results/Remarks:**

In cases of EAR where the school does not uphold a request for enquiry, the student would normally pay for the enquiry or consequent appeal. A similar procedure to that mentioned above will be carried out.

### **Statement for Pupils:**

“If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Assessment & data Manager, Mrs Evans, as soon as possible”.

### **Coursework & Controlled Assessment Fraud:**

The following constitute illegal practices with regard to examination coursework and controlled assessments:

- Plagiarising other people’s work using the internet
- Copying the work of other students
- Joint working on pieces of work where the requirement is that it is the sole work of the candidate
- Attempting to gain credit from someone else’s work
- Accessory to a candidate involved in one of the above practices
- Obstruction of justice by having knowledge of the fraudulent submission of work by candidates
- Obstruction of the investigation by denying an offence which is then found to have been committed

Candidates are required to sign a statement of authenticity on which they confirm that they have read and adhered to the examination board regulations.

Subject teachers sign statements that all candidates have been made aware of the rules relating to coursework and controlled assessments.

### **Procedures in place to uncover cheating and fraud by candidates include:**

- Computer programs are used by the examination board that highlight plagiarism from common internet sources.
- Moderation and sampling by both subject teachers and the examination board
- Discrepancies in the production or quality of work between the on-going work done during the course and that submitted for grading
- Teacher suspicion or judgement

If the school or examination board suspect fraud has been committed, an investigation will take place. This will include:

- A statement from the accused student
- Statement(s) from subject teacher(s) including evidence
- Examining ICT activity on the school network

The evidence once collated will be presented to the Senior Leadership Team. If there is agreed evidence that a student has been involved in malpractice then the evidence will be forwarded to the examination board who will make a judgement on the appropriate action to take. They will communicate this to the school, the student and/or their parents. The school will then impose its own independent disciplinary action.

The type of action that the Joint Council for Qualifications or the examination board may impose will depend upon the circumstances of each individual case but may include one of the following:

- Leave disciplinary action to the discretion of the school
- A formal warning
- Zero marks for the plagiarised component
- Zero marks for all the papers that make up that subject
- Cancellation and withdrawal from all examinations administered by one or more examination board for the current year, a fixed number of years or permanently.

#### **What action the school will take:**

Students that cheat compromise the credibility of the school and put at risk the school's status as an examination centre. If the examination boards are not satisfied with measures put in place by the school to deter malpractice and disciplinary measures in place as a consequence of malpractice our status as a centre could be withdrawn. This would be extremely costly to the school and would seriously inconvenience and disadvantage all the students at the school.

The school will protect the interests of all the students who have earned their grades through hard work.

#### **Disciplinary action imposed by the school will include one or more of the following:**

- Disqualify the plagiarised work
- Withdrawal from one or more subjects
- A meeting with parents to discuss the consequences of fraud

- A requirement that all examination work is completed under supervised isolation, invigilation costs being met by parents in advance
- The student will be placed in isolation for as many days that the Senior Leadership Team deems appropriate
- The plagiarised unit will be re-produced during the time the student is in isolation
- The student may be required to pay for all examination entries.

The school provide references for students to enable them to gain College, University and employment places with a requirement to comment on the honesty of the applicant.

All fraud is illegal and it is an offence to gain employment by deception. Therefore any student, who gains examination grades fraudulently, commits a crime every time those grades are used on applications for employment.