Newbury College

Policy number:	CQ169	Originator:	Teaching and Quality Manager
SharePoint:	Policies and Procedures: Curriculum and Quality		
EIA Meeting Date:	10 Feb 2017	EIA Required:	YES
Approved by:	CMT SMT	Date:	24 February 2017 24 February 2017
Review Frequency:	Annual		
Review Date:	November 2020 (reviewed Nov 19 – no changes)		
External Web Site appropriate:	YES		
Linked policies/College documents:	Assessment Policy, Appeals Procedure. Academic Misconduct and Malpractice Policy. Student Handbook		
Summary available:	NO		

Controlled Assessment Policy

This document can be made available in other formats, on request

1.   Introduction:

Controlled assessment is a form of internal assessment most commonly associated with some GCSE qualifications and vocational qualifications. The levels of control are defined by the awarding body for each stage of the assessment activity i.e. task setting and preparation; carrying out the task and marking the outcomes of the task. Controlled assessment is most commonly applied to coursework. It enables assessment measures for subject skills that may not be tested as fairly by external assessment.

Full guidance on conducting controlled assessments is published by JCQ, the Joint Council for Qualifications and is published on their website and a copy published on the examinations area of SharePoint. Guidelines for students are also published by the JCQ. The relevant awarding body publishes guidelines for the expected conduct of the controlled assessment which must be followed. Course leaders and support staff at Newbury College who are involved in qualifications with controlled assessment are expected to have planned for the controlled assessment, to have planned in advance with all relevant support teams which will include exams and may include IT Services, and to have read the JCQ and the awarding body guidance on controlled assessment.

2.   Principles:

Newbury College believes that all learners should be able to access the curriculum, assessments and examinations appropriate to their level of learning so that their skills and abilities can be demonstrated.

Controlled assessments may take place at any time during the course and should be within the year that the results will be passed to the awarding body. The awarding body will specify and publish any required time frames and dates within the academic year.

Depending upon the level of control specified by the awarding body, the assessment may take place:

- in a normal timetabled lesson or agreed session under supervision.
- within the College under supervision with controlled access to resources or;
- outside of the College and involves research with limited supervision.

The College supports learners to achieve at agreed assessment and examination points and does not actively promote re-sitting exams or assessments. However, it is recognised that learners may occasionally need to re-sit a controlled assessment. Where it is agreed that a learner should re-sit, both the awarding body guidelines and those defined by JCQ will be applied. Curriculum Managers are responsible for ensuring that the requirements of both organisations are followed.

3 Procedures and Responsibilities:

Examinations Team:
Ensure that arrangements for candidates with additional learning needs are clearly set out and communicated to learning support assistants, course leaders, teachers and IT Services supporting the controlled assessment.

Receive and securely store controlled assessment materials distributed by the awarding body in the most suitable manner.

Distribute controlled assessment materials to course leaders and teachers in accordance with the dates described by the awarding body.

Distribute awarding body mark sheets for teaching staff to use and take responsibility for collecting and dispatching the mark sheets to the awarding body before the set deadline.

Ascertain with the curriculum manager and, where necessary, the Team Leader Curriculum Support, that the correct level of supervision is in place for the controlled assessment.

IT Support Team:
Ensure that the IT needs of each controlled assessment are met as described by the awarding body and communicated by the curriculum manager and course leader. If the IT needs of the controlled assessment cannot be met, this should be communicated to the Director of Students, Quality and Curriculum.

Curriculum Manager:
Monitor schemes of work to ensure that assessments are planned within a suitable time frame to meet the needs of learners and the set deadlines for completion and submission of assessment outcomes.

Ensure that contingency plans are in place should the controlled assessment be unable to take place for some or all of the learners (e.g. fire alarm, extreme weather, illness).

With the course leader, communicate the IT needs of the assessment described by the awarding body to the IT support team to ensure that they are able to support the assessment activity.

Communicate awarding body dates and expectations to the course leader and team. Make arrangements for the communication of controlled assessment dates to learners.

Support the team in making arrangements for suitable resources and supervision to enable the required controls to be in place for the assessment tasks.

Organise course leaders and teachers to carry out standardisation of marking prior to the summative assessment. Ensure that arrangements are made to standardise assessment with any consortium partners who provide the same controlled assessment.

Retain a copy of assessment marks securely in the department.

Ensure that learner's controlled assessment work is stored securely until the closing date for enquiries about results (EARs). Assessment results from controlled assessment are to be retained for 3 years following certification as identified in the Assessment Policy.

If an enquiry about results is made then all work should be retained securely until the results of any enquiry have been communicated to the College.

Course Leaders and Teachers:

Ensure that controlled assessments are planned into schemes of work to allow sufficient time for the controlled assessment and its preparation to take place and inform the Curriculum Manager of arrangements.

Communicate the units to be assessed under controlled assessment conditions and confirm the planned dates with the examination team.

Communicate the dates and expectations of the controlled assessment to all participating learners.

Prepare a contingency plan in case the planned controlled assessment cannot take place for some or all the learners as scheduled.

Ensure that current awarding body information fully informs the assessment task and the controls which need to be applied to the task.

With the curriculum manager, communicate the IT needs of the assessment described by the awarding body to the IT support team to ensure that they are able to support the assessment activity.

Plan the assessment activities in advance to ensure that learners are fully prepared, the tasks and the assessment can take place in time to comfortably meet set deadlines.

Set tasks for learners in line with the guidance given by the awarding body.
Ensure that all learners are clear about the assessment criteria that they are expected to meet in the controlled assessment.

Store controlled assessment work and materials including mark schemes securely throughout the duration of the controlled assessment.

Where electronic storage facilities are permitted (e.g. CDs, DVDs, Laptops, Tablets, Smart phones MP3/ MP4 players, memory sticks) suitable checks take place to ensure that only the permitted material is taken into the assessment room.

All assessors to be involved in standardisation of assessment, including any consortium partners.

Adhere to awarding body specification for marking.

Show clearly how the marks have been awarded in relation to the assessment criteria.

Declare any conflict of interest e.g. related to the learner; and send the marked work to the moderator even if it is not requested as part of the sample.

Submit candidates' assessment marks to the awarding body by the required dates.

Pass a copy of the assessed marks for the controlled assessment work to the curriculum manager for secure retention in the department.

With the curriculum manager, ensure that learners' controlled assessment work is stored securely until the closing date for enquiries about results (EARs)

If an enquiry about results (EAR) is made then all work should be retained securely until the results of any enquiry have been communicated to the College.

Students

Students should be informed at Induction about the Controlled Assessment part of their programme of study and provided with the expectations below and given in the JCQ 'Information for Candidates – Controlled Assessments'.

Inform course leaders, at the start of the course, of any special circumstances that require additional support so that this information can be communicated to the awarding body via the examinations team.

All controlled assessment sessions must be attended as described by the course leader.

Only permitted resources and research are allowed into the controlled assessment room.

When using electronic storage for permitted research or for the controlled assessment, the storage device must be submitted to the course leader/ teacher at the end of the session for storage until the next session.

Controlled assessment work may not be developed between sessions.

Work must be the learners' own and any sources must be clearly referenced. Plagiarism is not allowed.

All work must be signed for its authenticity as the learners own work, using the declaration of authentication for controlled assessments. (Appendix 3)

Read the JCQ 'Information for candidates' document before the start of the controlled assessment.

4   Levels of Supervision:

These levels are described by the awarding bodies:

Formal/ High level of control. Learners must be under direct supervision at all times. Access to email, the internet and mobile phones must not be permitted. Only research folders or diaries will be allowed. Learners must work independently and must not communicate with other candidates. Any display materials in the room that may provide assistance must be removed or covered. The use of invigilators is at the discretion of the College. The College is able to arrange for learners to take the controlled assessment in smaller groups and at different times so long as the dates and times are fully recorded.

Informal/ medium level of control. The use of resources is not formally prescribed. Group work is permitted so long as passed outcomes can be attributed to individual learners. Direct supervision is not required at all times. The College and course leader/ teacher must ensure that:
All candidates participate in the assessment.
There is no plagiarism.
Sources used by learners are clearly recorded, including the date of any publications or downloaded documents.
Each learners preparation for the final outcomes is entirely his/ her own.

Limited/ Low level of control. The requirements are clearly specified by the awarding body. Work may be completed without direct supervision. Research or data collection may take place outside of the classroom.

For all levels of supervision the course leader/ teacher must make careful reference to the awarding body's specification to be clear about requirements to advise learners on:

- The focus of the investigation,
- Sources of information,
- Relevance of materials/concepts,
- Document structure (chapter, titles, content),
- How to collect data,
- How to present data,
- Analytical and evaluative skills
- Health and safety.

5. Secure storage of controlled assessment materials and learners' work.

Secure storage is defined as:
- a secure locked steel cabinet,
- a metal cabinet or similar cabinet.

Work produced over several sessions including where appropriate diaries and record folders, must be collected in at the end of each session and stored securely.

Work produced electronically must be saved securely to ensure that it cannot be amended between sessions.

Work stored on mobile devices such as memory sticks should be collected in at the end of each session.

Secure storage for practical purposes may be defined as a classroom or workshop that is locked from the end of one session until the start of the next. This may be used for example, to allow work to dry overnight or as a means of storage for large or delicate work.

6. Malpractice:

Students are expected to use quotation marks to identify any words recorded that are not their own and to reference the source of information using the Harvard referencing system. The JCQ "**Information for candidates – GCSE controlled assessments"** document provides guidance on quotations and referencing sources of information.

Should any cheating, copying or breaking of controlled assessment guidelines take place the 'Academic Misconduct and Malpractice' policy will be referred to and the awarding body will be notified so that they can determine the sanction to be applied.

Date: 22 June 2011
Review date: September 2013 (v minor amendments only). February 2017, August 18 (minor changes only, November 2019 (no changes)
Next Review: November 2020

Appendices:

1. <u>JCQ Instructions for conducting controlled assessments</u>

2. <u>JCQ Information for Candidates – Controlled Assessments</u>

3. JCQ 'Declaration of Authentication – Controlled Assessments' form. (Awarding bodies may require their own version of this form)

Appendix 3.

Declaration of Authentication – Controlled Assessments

Each candidate is required to sign a declaration, before submitting their work to their subject teachers/assessors, stating that the work is their own and that any assistance given and/or sources used have been acknowledged. **Ensuring that they do so is the responsibility of centres.**

Awarding bodies usually issue Declaration of Authentication forms to centres, which will replicate some or all of the wording detailed below. Alternatively, the following text may be used as guidance by those centres who wish to create their own documentation.

The work you submit for assessment must be your own.

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

Declaration by candidate

I have read and understood the **Notice to Candidates (Controlled Assessments)***. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.*

Candidate's name:………………………………………………………………….

Candidate's signature:…………………………………Date:…………………

Declaration by teacher

I confirm that:

1. *the candidate's work was conducted under the conditions laid out by the specification;*

2. *I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.*

Teacher's name:……………………………………………………………………

Teacher's signature……………………………………….Date:……………