

UTC READING

Controlled Test and Assessment Policy

Introduction

Coursework is any piece of written or practical work which is marked by UTC Reading (UTC) 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, Project Tutors and parents all have critical roles to play in supporting students through coursework completion.

Outlining staff responsibilities – GCSE & BTEC NQF controlled assessments

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic year. 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);
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- 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.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- 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 the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams office staff

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use.
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Support and Guidance

Tutors 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 KS4/KS5 Coordinator and Tutor of any situation where a student is not coping with the pressure of completing work according to the assessment criteria.

The Assistant Principal 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 Assistant Principal, Vice Principal and Principal.

Malpractice

In all situations where coursework is monitored appropriately according to UTC 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 Subject Coordinator immediately.
- If the suspected malpractice is confirmed, the student and his/her Tutor should be initially advised of the concern regarding potential malpractice and the student given the opportunity to comment.
- The teacher and Subject Coordinator 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 Tutor.

- 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 Ks4/KS5 Coordinator 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 Assistant Principal should be informed. They will make contact with the student's parents to arrange to discuss UTC's concerns with them immediately, usually alongside the KS4/KS5 Coordinator.
- 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 Subject Coordinator 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 UTC 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 UTC'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 Vice 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 UTC's control will not be considered in the UTC's appeals procedure.

The Director must provide the following for the appeal panel:

- Subject Area minutes from the first meeting of the school year to indicate that the UTC 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 31st 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 UTC's Controlled Assessment Procedures.

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