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# **THE CRYPT** **SCHOOL**

## **CONTROLLED ASSESSMENT POLICY**

Examinations Officer: Mrs C.S.J. Evans

**Controlled Assessment is defined as work assigned to and completed by a student during a course of study; it is evaluated as part of the student's final grade in the course**

1. Controlled Assessment will form an element of the assessment procedures in both the internal and the external assessment (through the public examination system) of students;
2. Ensuring the validity of the marks produced from Controlled Assessment is vital in maintaining the integrity and reputation of this school in the assessment of its students;
3. Each subject department is responsible for:
  - a. developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole school policy for Assessment, Recording & Reporting and these will be evidenced in ongoing departmental practice;
  - b. implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Controlled Assessment as regulated by the examination boards.

## **1. Controlled Assessment Procedures**

### **1.1 Head of Department**

1.11 The Head of Department is responsible for ensuring that:

- a. The assessment procedures, as outlined in the examination policy and in the regulations published by the relevant examination boards, are properly implemented in practice;
- b. The workload of staff and students is a primary consideration and catered for in the planning, scheduling and assessment of Controlled Assessment;
- c. Deadlines are clear, agreed with all teachers in the department, published for students and their Parent(s)/guardian(s) and shared with all teaching staff.
- d. The procedures for both internal and external Controlled Assessment are published and understood by both staff and students;
- e. All teacher feedback, throughout preparation, will refer to mark schemes and criteria;
- f. They maintain records for the completion of Controlled Assessment tasks to schedule within all classes;
- g. All staff in the department follow the procedures for subject teachers as outlined.

- 1.12 In Term 6, the Heads of Department should forward the departmental assessment calendar for the next academic year to the Head of Year (14-16).

The Head of Year will collate each subject and pass the information to the Deputy Head for inclusion on the school calendar. This information should be given as a paper copy to Year 10 and 11 students at the beginning of Term 1 and will set out:

- a. The subject assessment schedule for homework, tests, Controlled Assessment as well as advising students of the public examinations sessions during which they will sit examinations;
- b. The number and value of each piece of Controlled Assessment to be submitted;
- c. The percentage of the final grade produced by each of these elements;
- d. The time set aside to prepare and complete each Controlled Assessment element;
- e. The approximate length and complexity of each component of Controlled Assessment;
- f. The interim deadlines in the schedule, i.e. the progress in the preparation of Controlled Assessment which is expected at key points during the year.
- g. The dates for the submission deadline and the final deadline;
- h. The issue, to all department members, of dates and procedures for the internal marking, standardisation and moderation of the Controlled Assessment.
- i. The dates and procedures for internal appeals and disciplinary matters arising from academic misconduct;

## **1.2 Subject Teacher**

While the Head of Department has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the school's procedures for setting and managing Controlled Assessment:

## **2. Managing Controlled Assessment**

- a. Ensure students are fully aware of the Controlled Assessment task requirements by giving them the course specification and marking criteria;
- b. Provide the students with copies of the published departmental assessment calendar;
- c. Provide standardised examples of work from previous years or from examination board exemplars;
- d. Ensure that students are fully aware of the Controlled Assessment task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school;
- e. Make students aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct;

## **3. Scheduling Controlled Assessment**

- a. Ensure students are adequately paced in workload to complete the Controlled Assessment tasks within the published timeframe, making sufficient progress at each of the deadlines outlined in the departmental assessment calendar;
- b. Failure to do so should be fully recorded and dealt with in a manner consistent with the school's Positive Behaviour Policy;
- c. Ensure that students log the Controlled Assessment in their personal organisers;
- d. Help the students manage their workload by reminding them of the relative value of Controlled Assessment versus examination work and to balance these in proportion;

## **4. Departmental Marking of Controlled Assessment**

- a. Mark all Controlled Assessment within the timeframe published in the departmental assessment calendar,
- b. Throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the student or his Parent(s)/guardian(s);

- c. Provide the Head of Department with the Controlled Assessment marks and samples within the published timeframe;
- d. Head of Department will retain a copy of all pupil marks and make these available to the relevant Performance Line Manager;
- e. Attend standardisation and moderation meetings as required by the Head of Department and carry out all agreed adjustments to Controlled Assessment marks;
- f. Annotate final Controlled Assessment according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board;
- g. **Do NOT provide the student with the final mark for the Controlled Assessment, either before or after the internal moderation and standardisation procedures as this mark might change when final moderation takes place.**

## 5. Controlled Assessment deadlines

- 5.1. The deadline for students is in two parts:
  - a. the submission date - when all Controlled Assessment should be handed in by students;
  - b. the final acceptance date – for those students who failed to meet the submission date and after which no Controlled Assessment will be accepted. The student is given either a mark for any incomplete work submitted or a ‘no work’ mark if no work is submitted.
- 5.2 In determining these dates, the Head of Department will consult with the teachers in his/her department and leave sufficient time for the marking, internal moderation, standardisation and administration;
- 5.3 All Controlled Assessment should be handed in before or on the submission date;
- 5.4 If a student fails to meet set deadlines without acceptable medical authorisation:
  - a. The teacher will inform the Head of Department who may inform the Line Manager for the Department;
  - b. The Head of Department/Performance Line Manager will treat this event as a serious disciplinary matter, inform the parent(s)/guardian(s) about what has occurred;
  - c. If time allows before submission of marks to examination authorities, arrangements will be made, via a letter, for the student to attend compulsory Evening Study in school, until such time as his Controlled Assessment is up to date;

- d. The Head of Department will inform the Performance Line Manager when this is the case and a note will be placed in the student's organiser to indicate to parent(s)/guardian(s) that this is the case;
- e. Repeated instance will see the same procedures implemented but Stage Warnings may be issued and meeting with parent(s)/guardian(s), if deemed appropriate in line with the Positive Behaviour Policy.
- f. Appropriate educational support will be given to the student.

5.5 **No Controlled Assessment will be accepted by the school after a reasonable date before submission of marks to the examination authority.**

- a. Time must be allowed for verification of the student's work, through marking and moderation of work by the teacher and the department;
- b. Failure to do so will mean that the school will award the student either a mark for the incomplete work submitted or a 'no work' mark if no work is submitted.

## 6. Disciplinary Procedures for Academic Misconduct

- 6.1. Academic misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a student.
- 6.2. Academic misconduct may include though not be limited to:
  - a. **Plagiarism**  
Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
  - b. **Falsifying or fabricating data**  
Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
  - c. **Collusion**  
Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
  - d. **Copying**  
Copying is when one student copies work from another student, with or without the knowledge of the first student.
  - e. **Bribery or attempted bribery**  
Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

f. **Personation**

Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.

g. Any other wilful deception in any element of an assessment.

6.2 A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

6.3 When a case of suspected academic misconduct has been identified:

- a. The teacher involved will collect the evidence and bring the matter to the attention of the Head of the Department and the Performance Line Manager. They will examine the evidence, interview the student, consult with other staff and students as appropriate and establish the nature and extent of the misconduct.
- b. If, as a result of this investigation, Head of Department and Performance Line Manager are satisfied that no academic misconduct has taken place, no further action will be taken against the student and the student and the subject teacher will be informed as soon as possible.
- c. Where the student admits to the academic misconduct, the Performance Line Manager will re-interview the student in the presence of the Head of Department, make a written record of the interview and request the student to sign the notes as representing an accurate record of the meeting. The Performance Line Manager will decide the appropriate penalty in accordance with the Positive Behaviour Policy, taking account of the extent of the misconduct, whether wilful deception was involved and the extent to which the assessment would have contributed to the final award.
- d. The Performance Line Manager will ask the parent(s)/guardian(s) of the student to come to the school to discuss their son/daughter's misconduct and the penalty. The penalty for academic misconduct will include a disciplinary sanction and will require the student to repeat the assessment under the supervision of the Head of Department within a specified timeframe. Failure to comply will result in a 'no work' mark.

## 7. Ownership of Controlled Assessments

- The ownership and copyright of controlled assessment assignments are retained by the teacher and the school;
- On completion, the work submitted by a student becomes examination material and the school holds it securely until it has no further value as examination material. Ownership of this original work is passed to the school on submission by the student;

- Any sample of work sent to an awarding body becomes the property of the awarding body and they may decide to use the material for training purposes
- Students should retain a copy of their work, as the original work will not be returned;
- Where the work results in a product, either a physical product or a software package, the school assumes ownership of the product, as it will have been developed using materials and/or facilities provided by the school and with assistance and/or guidance provided by the teaching staff;
- The Head of Department will have the discretion to decide if the product/package should be returned but all associated documentation will remain the property of the school.

## **8. Appeals Procedure**

The Crypt School appeals procedures are set out in a separate document entitled The Crypt School Appeals Procedures a copy of which can be found on the school's intranet.

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**Head of centre**

Mr J.P. Standen

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**Exams officer**

Mrs C.S.J. Evans

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**Date May 2014**

**The policy is next due for review in May 2015**