CONTROLLED ASSESSMENT, NON-EXAMINATION ASSESSMENTS (NEA) AND COURSEWORK POLICY

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Last Reviewed: January 2024

Next Review: January 2025

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1   Key Guidance

The following points outline the procedures for Controlled Assessment at Oakham School:

Work is written as required by the specifications and in conditions ensuring that it is the unassisted work of the pupils.

Written work is produced in normal class time, over one or more sessions, the work being kept secure between lessons (language orals may be conducted out of class time).

• Pupils are supervised at all times unless this is inappropriate to the subject.

• For Art and Design, and Design and Technology, work is produced in lessons and for prep throughout the course, with the authenticity of the work being validated by teachers who must monitor it at all stages.

• The work is produced within the required time limits: the required allowance for 'extra time' candidates is built into the timing, and additional sessions are provided for any pupils who have missed sessions owing to absence.

2   Responsibilities

The Head of Department, in consultation with the Deputy Head (Academic) or Director of Studies for GCSE, A level and BTEC, or the IBDP Coordinator for IB pupils, and in line with the school calendar, is responsible for scheduling and managing the timing of preparation and work sessions.

No provision is made for pupils to repeat or replace Controlled Assessment work once it has been completed.

Heads of Department must ensure that they and all involved colleagues are aware of the regulations and procedures relating to Controlled Assessment and coursework in their subject areas, including the general guidance and regulations produced by JCQ (see sections below for further details) and the IBO.

Teachers supervising Controlled Assessment or coursework should ensure that pupils are aware of any rules, such as those published by JCQ, any relating to plagiarism or as outlined in the Academic Honesty Policy, associated with its completion, and be reasonably vigilant in checking for plagiarism whilst the work is being done.

The Head of Department liaises with the Examinations Office to ensure the safe and punctual dispatch of marks and any materials required by examination board.

Where a coursework is to be completed over an extended period of time, pupils must be aware of the progress expected at each stage and, if they fall behind at any point, remedial action should be taken and the tutor informed: it is the responsibility of the Head of Department to ensure that any 'staging posts' in this regard have been defined, and of the teacher to monitor progress relative to those staging posts.

Teachers should keep clear records of the support provided and of any feedback sessions, ensuring that these are appropriate to the coursework in question and provided consistently and fairly to all pupils; should a pupil miss a session through illness or other approved absence, all reasonable attempts should be made to provide another one.

Following JCQ regulations, pupils submitting little, or no, work should be assessed as follows:

- If a pupil submits no work whatsoever, they must be recorded as absent (and not awarded a mark of zero);
- If some work has been produced, it must be assessed against the assessment criteria, and an appropriate mark awarded; if none of the work submitted is worthy of credit, a mark of zero must be given.

Pupils must be informed of centre-assessed marks, as candidates are allowed to request a review of the school's marking before marks are submitted to the awarding body. Details of the appeals process are covered in the Coursework Appeals Policy, and the JCQ FAQ document Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks, linked here.

It must be made clear to students that any school-assessed marks are subject to change through the moderation process.

When a teacher teaches their own child, the school must declare the conflict of interest and submit the marked work for moderation, whether or not it is part of the moderation sample

3   JCQ Guidance Summarised

3.1. GUIDANCE ON CONDUCTING INTERNAL ASSESSMENT

JCQ provides generic instructions for conducting coursework (ICC) and non-examination assessments (NEA).

Awarding bodies provide subject-specific guidance - subject teachers must refer to awarding body specifications and subject-specific documentation.

3.2. POLICIES AND PROCEDURES

Centres are required to have in place an internal appeals procedure relating to internal assessment decisions (see Coursework Appeals policy) and a policy regarding the management of GCE and GCSE non-examination assessments (see this policy).

3.3. INFORMATION FOR CANDIDATES

The relevant JCQ information for candidates' documents must be distributed to candidates prior to assessments so candidates know what they must and must not do when they are producing their assessment.

Specific care should be taken with regard to plagiarism, how it is identified and the possible penalties. At Oakham School this is detailed in the Academic Honesty policy, which all pupils undertaking coursework and controlled assessments must receive and sign, with copies stored by the Head of Department or the Head of Section for the duration of the course and until 3 months after Results are published.

3.4. KEEPING MATERIALS SECURE

All the requirements relating to the security of candidates' work should be understood and followed by all relevant centre staff.

1. Requirement: Keeping materials secure	Yes / N/A
1.1 Information for candidates	

Are the relevant required JCQ **Information for candidates documents** (for example, non-examination assessments and Social Media) distributed to your candidates prior to them starting to produce their work for assessment?	
Before the submission of work for formal assessment, do you remind candidates to always keep their work secure and not to publicise their work such as posting it on social media?	

1.2 Candidates producing work

Are you familiar with the JCQ **Notice to Centres – Sharing NEA material and candidates' work**? www.jcq.org.uk/exams-office/non-examination-assessments	
In your subject(s) are candidates required to produce work over a period of time under formal supervision? If yes, is this work stored securely between sessions and not accessible to candidates?	

If this work is hard copy, is it stored in a securely locked cabinet or cupboard?
If this work is artefacts, is it stored in a classroom, studio or workshop which is locked or supervised from the end of one session to the start of the next?
If this work is stored electronically,
    • do candidates save their work on a specific area of the centre's IT network?
    • is candidate access to this area restricted between sessions?
    • are appropriate security safeguards in place (for example firewall protection and virus scanning software) to protect this work?
    • is this work backed-up each time candidates add to their work?
OR
    • if candidates save their work on memory sticks are these collected between sessions and securely stored in a locked cabinet or cupboard?	

1.3 Marking candidates' work

Between periods when you are marking candidates' work, are the same secure storage arrangements indicated above maintained?	
Between periods when a sample of candidates' work may be undergoing internal standardisation activity, are the secure storage arrangements indicated above maintained?	
Do you ever take candidates' work home to mark? If yes, do you take sensible precautions regarding its security?	
Are checks made to identify plagiarism before marks are submitted?	

When marking is complete are the secure storage arrangements indicated above maintained until you are notified of the sample of candidates' work required for awarding body moderation?	
Where the sample of candidates' work is to be submitted by post, are precautions taken to ensure that the package in which the work is dispatched is robust and securely fastened? Where candidates' work is to be submitted electronically, do you ensure that it meets the awarding body's specified requirements?	
2. Requirement: Storage and retention of work after submission of marks	Yes / N/A
Where candidates' work is not required for moderation, are the secure storage arrangements indicated above maintained while the work is retained until after the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed?	

3.5. DOCUMENTATION AND PROCESSES

Awarding bodies make documentation available to centres. The naming conventions of documents may well vary by awarding body. Examples include:

• cover sheet/candidate record form

• candidate declaration/authentication form

• centre declaration/authentication form

• mark sheet/mark form

Awarding bodies provide guidance on their individual administrative processes. Research and understand the information provided accordingly.

3.6. AUTHENTICATION PROCEDURES

Authentication procedures where required by the awarding body's specification **must** be followed. Candidates **must** sign a declaration to confirm that the work they submit for final assessment is their own unaided work and teachers **must** sign a declaration of authentication after the work has been completed.

At Oakham School, this requirement is met by ensuring that all Heads of Department overseeing the submission of work **must** complete the **NEA Submission Checklist.**
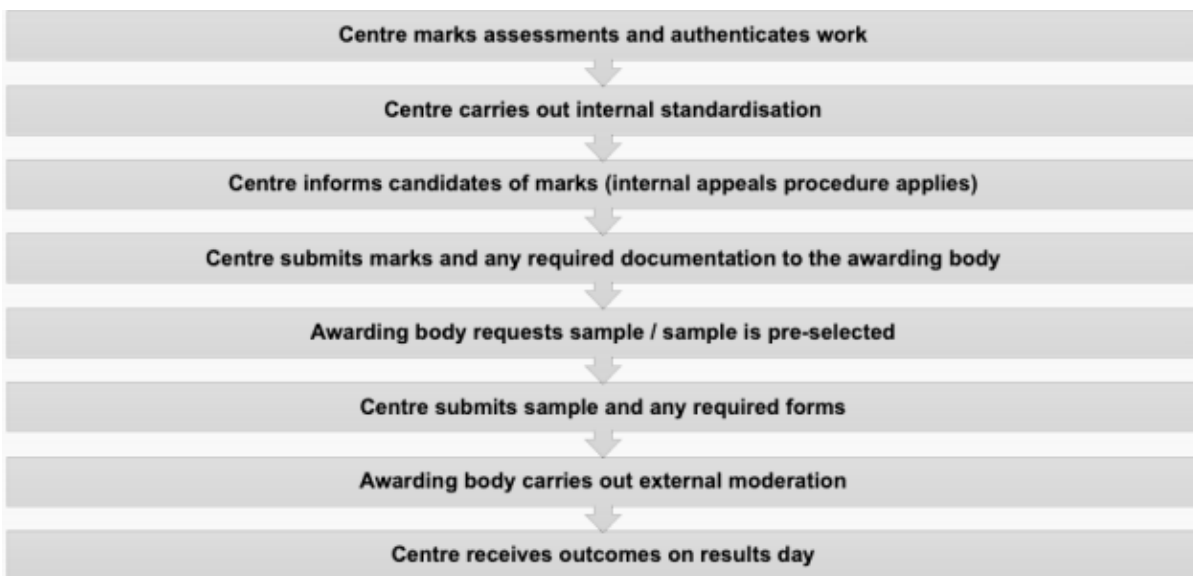
3.7. CENTRE ASSESSED MARKS AND SAMPLE OF CANDIDATES' WORK

The following provides an overview of the generic process from marking to results: please note do not share CIE NEA marks with students prior to Results Day.

Identify the individual awarding body's key date(s) and administrative procedures for when and how marks and samples of candidates' work should be submitted for the relevant exam series to the awarding body for moderation.

Before the requested sample of candidates' work is submitted for moderation to the awarding body or direct to the moderator, checks should be made to ensure required authentications/declarations have been completed. In addition to the requested sample, additional work may need to be automatically submitted for moderation.

Centre marks assessments and authenticates work
Centre carries out internal standardisation
Centre informs candidates of marks (internal appeals procedure applies)
Centre submits marks and any required documentation to the awarding body
Awarding body requests sample / sample is pre-selected
Centre submits sample and any required forms
Awarding body carries out external moderation
Centre receives outcomes on results day

Examples may include:

• the work of a candidate completed with the aid of a scribe or a practical assistant.

• the work of a candidate which is assessed by a person who has a close personal relationship with the candidate (This possible conflict of interest must have already been declared to the relevant awarding body)

Confirm your understanding of these arrangements.

The selected samples of candidates' work should be dispatched using moderator address labels and packaging bags provided by the relevant awarding body. Use your centre-preferred method of dispatch or the process which may be specifically instructed by the awarding body.

Create an audit trail – keep copies of work submitted, a record of work that has been submitted, when and to where allowing any follow-up queries from awarding bodies (or their moderators) to be dealt with quickly and efficiently.

Ensure all documentation is retained until after the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed.

4 IBDP Guidance

For guidance on IBDP coursework, IAs, please see the latest IBO guidance for your subject, as specific guidance is issued annually. Any queries should be addressed to the IBDP Coordinator.

5 BTEC Guidance

Given the integral role coursework plays in the BTEC course, the following addition policies are in place for BTEC-specific guidance:

- **BTEC Registration and Certification Policy**
- **BTEC Internal Verification Policy**
- **BTEC Assessment Policy**
- **BTEC Distance and Blended Learning Policy**