



# Policy

## Controlled Assessment and Coursework

In a number of subjects, part of the assessment contributing to the final grade comprises either coursework or Controlled Assessment. In the latter, the nature and length of the work is precisely prescribed, as are the conditions in which it must be carried out.

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

- Work is written as required by the specifications and in conditions ensuring that it is the unassisted work of the students
- 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)
- Students 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 students who have missed sessions owing to absence
- The Head of Department, in consultation with the Deputy Head (Academic), and in line with the school calendar, is responsible for scheduling and managing the timing of preparation and work sessions, liaising with the ICT Department as appropriate
- No provision is made for students to repeat or replace Controlled Assessment work once it has been completed

The following additional points relate to coursework and Controlled Assessment:

- 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
- Teachers supervising Controlled Assessment or coursework should ensure that students 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
- Such guidance must be explicit - students must be issued with a copy of the JCQ document *Information for Candidates*, available [here](#), either electronically and in hard copy
- The use or provision of any exemplar material, including that produced by previous candidates, must be closely supervised, in line with the JCQ guidance [here](#)
- The Head of Department is responsible for ensuring that any assessment is carried out with due care and accuracy, ensuring that all markers have the appropriate skills and knowledge, and checking standards by ensuring that appropriate internal moderation is carried out
- The Head of Department is responsible for keeping work secure until it is required for submission
- 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, students 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 students; should a student miss a session through illness or other approved absence, all reasonable attempts should be made to provide another one
- Following JCQ regulations, students submitting little or no work should be assessed as follows:
  - If a student 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
- Students 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
- It must be made clear to students that any school-assessed marks are subject to change through the moderation process
- JCQ regulations on the review process are as follows:
  - *Sufficient time must be given to candidates to allow them to review copies of material, as necessary, and reach a decision. The centre must also allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline. The review must be carried out by an assessor who has appropriate competence, has had not previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.*
- 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

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