

# LURGAN COLLEGE



## EXAMINATIONS POLICY

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## Examinations Policy



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### 1. General Statement: Examinations

- Formal internal examinations are carried out in January for all Year Groups and in June for Year 11.
- All candidates for external examinations will be entered for their exams by the due date set by each board.
- "Instructions for Conducting Examinations", published by JCQ will be followed for all external examinations and as far as is possible for internal examinations.

### 2. Organisational issues relating to External Examinations

- All examinations will be conducted according to the rules laid down by the Examination Boards and JCQ and within the start and finish times stated by the Board.
- All examination papers / materials arriving in school will be logged by the school Office Staff (date and time). The Examination Officer will be notified as soon as examination papers / materials arrive. Examination materials will be taken to the Examinations Store and secured, following JQC regulations.
- The Examination Officer / Assistant Examination Officer / Chief Invigilator / Examination Invigilator shall take examination papers from the secure storage no more than 30 minutes before the start time of an examination (unless there is a clash and some papers are needed for an afternoon session) to take them to the examination room(s). Examination papers shall never be left unattended.
- Only the Head of Centre and the Examination Officer(s) are allowed to enter an examination room.
- Once an Examination has started, examination papers cannot be removed from the exam room before the end of the session. If there is a clash no examination paper can be removed from the exam room until after ALL candidates in the centre have taken the examination.
- Pupils will not be allowed to leave an examination before the official end of the examination unless in the case of an emergency, when they will be escorted by an invigilator's assistant.
- Completed examination scripts will be taken to the school Office by the Chief Invigilator / Examination Invigilator where they will be locked in the school safe until they are collected. In the event of the school safe being full, examination scripts will be taken to the Examination Store and secured until the next day when they shall be returned to the school Office to be locked away in the school safe until they are collected.

#### Late and Absent and Pupils

- An attempt will be made to contact an absent pupil and / or the pupil's parent(s) / carer(s). Candidates who arrive late for an examination may be allowed to sit the examination at the discretion of the school. Those arriving within an hour of the published time do not need to be reported to the Awarding Body. Candidates who arrive very late i.e. more than one hour after the published starting time for an examination lasting one hour or more (after 10.30am or 2.30pm) or, after the published finishing time if the exam is shorter, will be examined in the normal way with a report being sent to the relevant Awarding Body. The candidate MUST be warned that the Awarding Body may not accept the paper. Late candidates must be supervised to ensure that no contact is made with those candidates who have already sat the examination.
- The parent or carer must keep the candidate under supervision until the candidate is delivered to a member of centre staff. The parent / carer must also be made aware that the candidate must not have access to any technologically web enabled devices, in particular a mobile phone.
- If a candidate is ill at the time of the examination, a special consideration form can be submitted to the examination body. The candidate might be asked to produce evidence such as a doctor's note within 24 hours of the examination. The form is then sent off and the examination body will make a decision. Candidates and parents should be aware that the most compensation offered would be 5% in extreme circumstances. Usually the allowance, if any, would be 1% - 2%.

#### Pupils who do not adhere to the school's uniform policy during external examinations

- A pupil who breaks a rule regarding school uniform (including hair colour and ear-rings) will, at the end of the examination, be asked to wait behind to speak with their Head of Year.

#### Penalties for breaking examination rules and regulations.

- In order to best prepare pupils for their external examinations, it is the policy of the school to follow external examination rules and regulations (JCQ Rules and Regulations) as far as possible when conducting internal examinations. Pupils will be made aware of these in advance of their internal and external examinations. It is the responsibility of each pupil to follow all examination rules and regulations. There is a range of penalties that can be applied. For example,
  - zero marks for that examination paper;
  - after school detention (in the case of a breach of rules in internal examinations);
  - zero marks for the whole subject for that examination series;
  - zero marks for all subjects for that examination series.
- In the case of a breach of examination rules during internal examinations, the Examination Officer / Assistant Examination Officer will decide the penalty. In the case of a breach of rules during external examinations, the Examinations Officer will notify the Awarding Body and the Awarding Body will decide the penalty.

#### Changes to External Examination Entries

- All staff must check entries for their classes and sign that they are correct. All pupils must check their statements of entry and sign that they are correct. If a change is to be made to a statement of entry, the change must be requested in writing by the pupil and the relevant member of staff. If this request is made after the deadline for submission of entries a penalty fee will be incurred.

### **3. Examination Contingency Plan**

Cognisance has been taken of the recommendations outlined in "Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland", published by Ofqual December 2013 (12/5248). This includes recommendations for:

#### Plans for any disruption to exams

For Example:

#### *Evacuation Procedure*

- Pupils MUST follow the instructions of the invigilator. (For example, leave all materials. Do not talk with anyone. Follow the school's Fire Safety Procedure.)
- The invigilators present will escort the candidates from the examination room to the fire safety point and will remain separate from the rest of the school.

- The Invigilator(s) should ensure that the examination room(s) door(s) is / are closed, but it is not possible to lock the room(s).
- In the case of an evacuation from an examination, the relevant Awarding Bodies will be notified.

#### *Centre closed*

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisation, to offer candidates the opportunity to sit any examinations missed at the next available series, to apply for special consideration for candidates where they have met the minimum requirements.

#### *Disruption to the transportation of completed examination scripts*

- Examination Officer to seek advice from the Awarding organisation and ensure the safe and secure storage of the examination scripts until collection

#### *Special Consideration*

- Examination Officer to Liaise with the Vice Principal Pastoral / SENCo and ensure that Special Consideration is applied for those deemed to be eligible for Special Consideration.

#### *Disruption to receiving examination materials from the awarding body*

- Examination Officer to seek advice from the Awarding organisation and act as advised. The Examination Officer is aware of the importance of ensuring the security of any examination materials sent electronically.

#### *Disruption to receiving results from the awarding body*

- Examination Officer to seek advice from the Awarding organisation and C2K and act as advised).

#### *Emergency cover for an absent invigilator*

- A member of Centre Staff who has not prepared the candidate(s) for the examination can act as an invigilator

## **4. Equality / Disability**

Lurgan College will follow the regulations outlined in the JCQ publication entitled, "Adjustments for Candidates with Disabilities and Learning Difficulties. Access Arrangements and Reasonable Adjustments. General and Vocational Qualifications." (2015)

The SENCo / Specialist Assessor, fully supported by teaching staff and members of the Senior Leadership Team will lead on the Access Arrangements process within the centre. The Examinations Officer / Assistant Examinations Officer will assist the SENCo in the practical application of these regulations. Every effort will be made to ensure that ALL students have equal opportunities.

#### With regard to internal examinations and Controlled Assessment:

In order to ensure that Heads of Department, Subject Co-ordinators and subject teachers have access to information on pupils with special needs, the Pastoral Vice Principal ensures that the Special Needs Register is distributed to all staff at the first main staff meeting in late August. Importantly, this will include any special provision that must be made for Access Arrangements, for example extra time. A record should be kept of candidates who were granted extra time, indicating the amount of time.

#### With regard to External Examinations:

The Chief Invigilator will be made aware of pupils taking examinations who are on the school's SEN Register or who have short or long term medical conditions. The SENCo and the Examinations Officer / Assistant Examinations Officer will liaise with the Chief Invigilator to ensure appropriate access arrangements are carried out.

The Equality Act 2010 requires reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at substantial disadvantage in comparison with someone who is not disabled.

- *The Equality Act 2010* definition of disability is usually considered cumulatively in terms of
  - Identifying a physical or mental impairment
  - Looking into adverse effects and assessing which are substantial
  - Considering if substantial adverse effects are long term
  - Judging the impact of long term adverse effects on normal day to day activities
- *Definition of Special Educational Needs*  
A candidate has special educational needs as defined in the SEND code of Practice 0 – 25 years. The Equality Act definition of disability includes substantial and long term sensory impairments such as those affecting sight or hearing, mental health difficulties and long term health conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a

significant overlap between disabled children and young people and those with SEN. (Page 5, JCQ document, 2015, named above)

## **5. Charging and Remission (Published in Lurgan College Annual Information Booklet)**

- The Board of Governors will not pay the examination entry of a pupil for a subject for which that pupil has not been fully prepared by the school.
- If parents wish to have a pupil's examination results rechecked or remarked, they will be required to pay the full cost of the charges incurred in meeting the request.
- In addition, parents will be responsible for any expenses incurred by a pupil re-sitting AS examinations.

## **6. Results**

- The Examination Officer / Assistant Examination Officer (with assistance from school office staff) will be in school to download external examination results and to get them ready for posting to pupils.
- Pupils and Parents / Carers should be aware of the Enquiry about Results (EAR) Service offered by the Awarding Bodies. Information about this process can be found on the relevant Awarding Body's Website. Some information about this will be included with each pupil's statement of results.
- It is imperative the school has written permission from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking. The candidate must fully understand that their marks for a given assessment may change following a Service 1 or Service 2 EAR and this could result in subject grades being raised or lowered. There are four EAR services available:
  - Clerical checks
  - Review of original marking
  - Review of original moderation
  - Access to scripts
- All enquiries about results are processed by the Examination Officer and the Headmaster's Secretary.

## **7. External Assessment Appeals Procedure (Published in the Year 11 Welcome Booklet)**

- In cases where candidates remain dissatisfied with the outcome of an Enquiry about Results, the Head of Centre may lodge an appeal with the Awarding Body. Appeals must be made within 14 calendar days of the completion of the enquiry. Appeals must be made in writing and clearly state the grounds for the appeal which must be related to the Awarding Body's procedures or the application of these procedures. The appeal process will consider if the Awarding Body's procedures are consistent with the regulatory authorities' Code of Practice and have been fully and fairly applied.
- Centres which continue to dispute the outcome of an appeal can submit an appeal to the Independent Examination Appeal Board (EAB). The EAB will not re-mark candidates' work, but it will consider whether or not the Awarding Body has used procedures fit for purpose and has applied them properly in arriving at its judgements of candidate performance. Appeals to the EAB must be submitted, in writing, to the EAB Appeals Manager within 21 calendar days of the date of which notification of the Awarding Body's appeals decision is received by the Head of Centre. The Awarding Body will be notified of any appeal made to the EAB.

## **8. Roles and Responsibilities Regarding Examinations and Controlled Assessments**

### **Senior Leadership Team**

The Senior Leadership Team has overall responsibility for ensuring examinations operate successfully. More specifically, it is accountable for:

- Ensuring the safe and secure conduct of examinations and controlled assessments;
- Ensuring that examinations and assessments comply with JCQ guidelines and awarding bodies' subject specific instructions;
- Co-ordinating with Heads of Department / Subject Co-Ordinators to schedule examinations and controlled assessments to ensure that there is a reasonable spread;
- Ensuring that all staff, pupils and parents have calendars of Examinations and Controlled Assessment Events;
- Publish and update an internal appeals policy for controlled assessments.

- Inform the awarding bodies of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments.

### **Heads of Department / Subject Leaders**

It is the role of subject leaders to:

- Decide on the awarding body and specification for a particular GCSE;
- Ensure that schemes of work incorporate controlled assessment appropriately so that students are well-prepared, for example in developing linguistic or practical skills or carrying out fieldwork or research;
- Decide on timings of controlled assessment following consideration of the Headmaster's school calendar;
- Ensure that at least 40% of overall assessment (controlled and/ or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification;
- Standardise internally the marking of all teachers involved in assessments and internally assessed components;
- Submit marks for controlled assessment, through the Examination Officer, to the awarding body when required, keeping a record of the marks awarded;
- Co-ordinate in collaboration with the Examinations Officer / Assistant Examination Officer, the dispatch of pupils' assessments for moderation;
- Ensure that individual teachers understand the requirements of the awarding body's specification, for example through departmental meetings and professional development, and are familiar with the contents of the current JCQ publication, 'Instructions for conducting controlled assessments';
- Develop, where appropriate, new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements;
- Supply to the Examinations Officer all examination and unit codes for examinations and controlled assessments;
- Consult with the Special Educational Needs Co-Ordinator (SENCO) on additional arrangements which might be needed for particular candidates;
- With regard to Controlled Assessments, ensure that teachers arrange secure storage of candidates' work, for example in a locked metal cabinet;
- Ensure that arrangements are made for students who have missed part of a controlled assessment, to make up the time;
- Ensure that where a teacher teaches his/her own child, the centre must declare the conflict of interest and submit the marked work for moderation, whether or not it is part of the moderation sample;
- Ensure that entries are checked after the Examination Officer has issued draft entry marksheets and notify the Examination Officer of any issues / changes;
- Inform the Examination Officer, in writing, about withdrawals and changes to Tiers of Entry;
- Ensure that pupils dropping a subject must follow the school procedure by making an appointment to see the Headmaster in the first instance. There is a Proforma to be completed. The Examination Officer will only withdraw a pupil from a subject upon receipt of this completed Proforma. The exception to this will be in a case where the Vice Principal Pastoral / SENCo asks the Examination Officer to withdraw a pupil for Pastoral reasons.

### **Subject Teachers**

It is the role of subject teachers to:

- Assess pupils' work fairly, consistently and in accordance with the specification for the qualification concerned.
- Book facilities, resources and any specialist requirements needed for the controlled assessment;
- Understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting controlled Assessments';
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website;
- Obtain confidential materials / tasks set by awarding bodies in sufficient time to prepare for the Controlled Assessments and ensure that such materials, together with the work produced by the candidates, 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 pupils as the specification allows;
- Ensure that relevant display materials are removed or covered up when necessary;
- Mark internally assessed examinations and components using the mark scheme provided by the awarding body;

- Retain candidates' work securely until the closing date for enquiries about results, and 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 SENCo for any assistance required for the administration and management of access arrangements.
- Co-ordinate in collaboration with the Examinations Officer / Assistant Examination Officer and subject leaders, the dispatch of students' assessments for moderation.
- Supply to the Examinations Officer all examination and unit codes for examinations and controlled assessments;
- Ensure that entries are checked after the Examination Officer has issued draft entry marksheets and notify the Examination Officer of any issues / changes;
- Inform the Examination Officer, in writing, about withdrawals and changes to Tiers of Entry;
- Where a teacher teaches his/her own child, the teacher must declare the conflict of interest and submit the marked work (Controlled Assessment / Coursework) for moderation, whether or not it is part of the moderation sample.

### **Examination Officer(s)**

**The Examination Officer is responsible** for the organisation and conduct of all external examinations.

It is the role of the Examinations Officer to:

- Enter pupils for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries;
- Be responsible, where confidential materials are directly received by the Examinations Officer, for receipt, safe storage and safe transmission;
- Ensure that all candidates have been provided with the current JCQ Notice to Candidates for examinations and controlled assessments and ensure that they fully understand the penalties incurred in the case of any kind of malpractice;
- Co-ordinate in collaboration with the Assistant Examinations Officer, Heads of Department and Subject Co-ordinators with the dispatch of pupils' assessments for moderation.

**The Assistant Examination Officer** is responsible for the organisation and conduct of all Internal Examinations as well as the collection and dispatch of all samples of Controlled Assessments to the Awarding Bodies.

### **Special Educational Needs Coordinator**

It is the role of the Special Educational Needs Co-Ordinator to:

- Ensure that access arrangements have been applied for in line with guidance on JCQ guidance;
- Ensure that confirmation of approval of Access Arrangements and appropriate evidence is available;
- Ensure, in consultation with teaching staff, that requirements for support staff are met;
- Ensure that special consideration is applied for where the candidate is disadvantaged

### **Pupils**

Pupils are expected to familiarise themselves with the JCQ rules to follow when taking examinations and assessments.

#### Attendance:

- Pupils are expected to familiarise themselves with relevant examination timetables.
- Pupils are expected to attend all scheduled examinations for which they have been entered.
- Pupils must remain in the examination room until the official end of the examination.
- Pupils will be notified of specific dates well in advance of controlled assessment tasks. Given that Controlled Assessments are a formal part of GCSE assessment and must be completed under regulated conditions, it is vitally important that pupils attend school during assigned controlled assessment times.

#### Controlled Assessments

Information to exam candidates about some things they must, and must not, do when completing controlled assessment and/or coursework:

- Before any pupil submits any work for marking, he/she will be asked to sign an authentication statement confirming that he/she has read and followed the regulations.
- If there is anything that a pupil does not understand, they must ask their teacher.
- Controlled Assessment will provide each pupil with an opportunity to do some independent research into a topic. The research the pupil does may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for an assignment is a good way to demonstrate knowledge and understanding of a subject, but pupils must take care how they use this material - Pupils cannot copy it and claim it as their own work. The regulations state that: "the work which you submit for assessment must be your own"; "you must not copy from

someone else or allow another candidate to copy from you". If a pupil uses the same wording as a published source, he/she must place quotation marks around the passage and state where it came from. This is called "referencing". Pupils must make sure that they give detailed references for everything in their work which is not in their own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29). For material taken from the internet, the reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 12 February 2010.

- Pupils may be required to include a bibliography at the end of their work. The teacher will tell pupils whether a bibliography is necessary. Where required, a bibliography must list the full details of publications which have been used in the research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

#### Penalties for breaking the regulations in relation to Controlled Assessments

If a pupil's work is submitted and it is discovered that he/she has broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The Examinations Officer / Assistant Examinations Officer will investigate any alleged malpractice internally and inform the Headmaster of the outcome. Action will be taken in line with the school discipline policy and JCQ and Examination Board Regulations.

#### Pupil and Parent Induction with regard to Controlled Assessment

- This begins during the New Intake Induction evening in June when the Headmaster gives a brief outline of what controlled assessment involves and draws attention to the guidance available both in hard copy and on the school website. The importance of controlled assessment, and of good attendance in particular, is also flagged up in all Headmaster's letters to parents, and is emphasised during his talk to parents at the Year 12 parents evening following the mock examinations.
- At Departmental Level, Heads of Department and Subject Co-ordinators exercise their own professional judgement on how best to disseminate relevant information to parents and pupils. This includes provision for written information home to parents, the reinforcement of pertinent issues at Parents' Evenings and the facility to publish the dates of controlled assessment on the College's Weekly diary. A number of Departments also provide information on their own websites.

#### **Invigilators**

##### Internal Examinations

Teaching staff will supervise internal examinations. All internal examinations will follow, as far as possible JCQ regulations. The Examinations Officer(s) will inform staff of the regulations. The Examination Officer(s) must be informed of any breach of these regulations.

##### External Examinations

The school will appoint a Chief Invigilator. The Chief invigilator has a key role in upholding the integrity of the external examination / assessment process.

*The chief invigilator will:*

- Be familiar with and follow the regulations as contained in the "Instructions for Conducting Examinations" published by JCQ
- Attend a training session organised by an Awarding Body
- Conduct a training session for new invigilators, as well as an update meeting for members of the existing invigilation team (to ensure that all invigilators know what is expected of them)
- Ensure the security of the examination, before, during and after the examination
- Ensure all candidates have equal opportunity to demonstrate their abilities
- Prevent possible candidate malpractice and follow procedures for suspected malpractice
- Prevent possible administrative failures
- Give all their attention to conducting the examination properly
- NOT carry out any other task (for example reading a book or marking) in the examination room
- Be able to observe each candidate in the examination room at all times

- Be familiar with the JCQ Warning to Candidates, JCQ Information to Candidates and the JCQ Mobile Phone Poster and any specific instructions relating to the subjects being examined
- Inform the Head of Centre if they are suspicious about the security of the Examination Papers
- Have a mechanism in place where he / she can contact the School Office / Examination Officer during an examination for immediate assistance
- Follow the regulations relating to Emergencies

*Assistant Invigilators will:*

- Attend a training session organised by the Chief Invigilator (usually April)
- Follow the instructions of the Chief Invigilator, including any written instructions
- Be familiar with and follow the regulations as contained in the “Instructions for Conducting Examinations” published by JCQ,
- Be familiar with the JCQ Warning to Candidates, JCQ Information to Candidates and the JCQ Mobile Phone Poster and any specific instructions relating to the subjects being examined
- Follow school procedures for signing in and out of school
- Be in the examination room no later than 9am for a morning session and no later than 1:15 for an afternoon session
- Ensure that they wear soft soled footwear that does not make noise when walking about the examination room
- Ensure that their personal mobile phones / watches are silent at all times during examinations
- Ensure the security of the examination, before, during and after the examination
- Prevent possible candidate malpractice and follow procedures for suspected malpractice
- Give all their attention to conducting the examination properly
- NOT carry out any other task (for example reading a book, using or looking at mobile phones – replying to texts, emails, playing games, using the internet etc.) in the examination room
- Be able to observe each candidate in the examination room at all times
- Have a mechanism in place where he / she can contact the Chief Invigilator / School Office / Examination Officer during an examination for immediate assistance
- Follow the regulations relating to Emergencies

## 9. Levels of Control for Controlled Assessments

### High Levels of Control

In Lurgan College, High Level Control, which involves formal supervision, means:

- Candidates will be under direct supervision at all times usually by the class teacher;
- The use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body;
- Use of mobile phones and internet / email access will be prohibited;
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible;
- Subject specific display material with direct relevance to an assessment task will be covered;
- A record will be kept of the time spent on the assessment and the names of any pupils who are absent.

### Medium Levels of Control

In Lurgan College, Medium Level Control, which involves informal supervision, means:

- Interaction with others, including group work is permitted;
- The level of supervision applied ensures that Lurgan College is able to confirm that plagiarism has not taken place and preparation for the final / formal assessment is the candidates own work;
- Sources used by candidates are clearly recorded.

### Low Levels of Control

In Lurgan College, Low Level Control, which involves limited supervision, means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom (This may include research and data collection);
- Class teachers will make close reference to the relevant awarding body’s specifications when applying limited supervision.

## 10. Controlled Assessment Audit

An annual Controlled Assessment Audit is carried out by the Curriculum Vice Principal during the Autumn Term. Heads of Department and Subject Co-ordinators complete detailed standardised templates on what they do, as well as when, how and where they do it. This subject specific information is also published on the school website.

The audit allows the S.L.T. to map the temporal distribution of Controlled Assessment Tasks and makes efforts to ensure that pupils are not exposed to C.A.T. overload.

## 11. Resource Issues

The Controlled Assessment Audit is also able to ensure that pressure on vital resources, such as ICT equipment is managed and minimised. Any issues regarding access to ICT equipment are addressed in the first instance via contact with the I.C.T. Co-Ordinator.

## 12. Internal Appeals Procedure for Controlled Assessments (Published in the Year 11 Welcome Booklet)

Lurgan College is committed to ensuring that whenever staff assess pupils' work for an external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity should conduct the assessments. Pupils' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be ensured by internal moderation and standardisation.

- If a pupil feels that this may not have happened in his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led up to the assessment but not against the mark or grade awarded.
- The existence of this appeals procedure is made known to pupils by reference in the school prospectus and welcome booklet. Copies of the procedure are available from the general office on request.
- Pupils should be informed of the marks which have been submitted to the awarding body, but in doing so must make it clear that those marks are subject to change through the moderation process.
- Candidates should be advised of their marks within a sufficient window in order to allow time for any internal appeal to be concluded prior to the submission of the centre marks to the awarding body.
- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series (usually mid-June).
- The examinations officer will investigate appeals which should be made in writing, stating the details of the complaint and the reasons for the appeal. If the examinations officer was directly involved in the assessment in question, or is not available, the Headmaster will appoint another member of staff of similar or greater seniority to conduct the investigation. The teacher(s) concerned in making the assessment, which is the subject of the appeal, will have the opportunity to see a copy of the appeal and to respond to it in writing, with a copy sent to the candidate.
- The examinations officer or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the Awarding Body and the QCA Code of Practice. This will be done before the end of the series (usually the end of June for the summer series).
- The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board and any changes made to the assessment of the work.
- If the candidate bringing the appeal is not happy with the written response received, he/she will have the opportunity to have a personal hearing. The panel will comprise of at least two individuals who have not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second another independent person, e.g. another member of staff, or a governor. The candidate will be given reasonable notice of the hearing date and will have sight of all relevant documents (e.g. the marks given, the assessments made) to the case in advance of the hearing. When a candidate is presenting his/her own case he/she will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
- The outcome of the appeal will be made known to the Headmaster and a written record of the outcome and the reason for it will be kept and made available to the Awarding Body on request. The centre will inform the Awarding Body if there is any change to an internally assessed mark as the result of an appeal. A copy of the outcome of the appeal will be sent to the candidate within two weeks of the hearing.
- Internally assessed work is moderated by the Awarding Body or examinations board to ensure consistency between centres. Such moderation frequently changes the marks awarded. This is outside the control of Lurgan College and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examination board.
- In cases about internal assessment procedures and enquiries about internal assessment decisions, in which the candidate or (single) carer/friend disagrees with the decision of a centre not to support an enquiry about

a result which would have been raised with an Awarding Body, an appeal should be lodged with the Education and Library Board.

### **13. Monitoring, Review and Evaluation**

The policy will be monitored and evaluated in line with normal school practice.

## GCSE CONTROLLED ASSESSMENT PLANNER - YEAR 11

SUBJECT	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Art &amp; Design</b> (continuous throughout the year)	‘The Core Portfolio’ 60% Controlled Assessment is ongoing throughout the year									
<b>Biology</b>										
<b>Business Studies</b>										Preparation
<b>Chemistry</b>										
<b>Computer Science</b>								Component 3		
<b>English</b>					Assignment One Spoken Language				Assignment Two Creative Writing	
<b>English Literature</b>										
<b>French</b>				Controlled Assessment in Writing (1)	Controlled Assessment in Speaking (1)		Controlled Assessment in Writing (2)			Controlled Assessment in Speaking (2)
<b>Geography</b>								Controlled Assessment Planning and Fieldwork		
<b>History</b>										
<b>German</b>				Controlled Assessment in Writing (1)	Controlled Assessment in Speaking (1)			Controlled Assessment in Writing (2)	Controlled Assessment in Speaking (2)	
<b>Health &amp; Social Care</b>	Coursework is ongoing throughout the year									
<b>Home Economics</b>								Controlled Assessment Task 40%		
<b>ICT</b>	Controlled Assessment is ongoing throughout the year and is mainly class based.									
<b>Journalism</b>							Unit 2 CAT			
<b>Learning for Life and Work</b>	Controlled Assessment is ongoing throughout the year and is mainly class based									
<b>Mathematics</b>										
<b>Music</b>	Controlled Assessment is ongoing throughout the year and is mainly class based									

<b>Physical Education</b>			Practical: Volleyball Assessment Unit 3				Practical: Athletics Assessment Unit 3		Practical: Tennis Assessment Unit 3	
<b>Physics</b>									Controlled Assessment Task	
<b>Religious Studies</b>										
<b>Technology</b>						Unit 4 Controlled Assessment Task			Unit 5 Planning	

\* NB Some of the LLW (Learning for Life and Work) Project will be completed during summer break.

### GCSE CONTROLLED ASSESSMENT PLANNER - YEAR 12

SUBJECT	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	
<b>Art &amp; Design</b> continuous throughout the year	Continued 'The Core Portfolio' Controlled Assessment is ongoing and in October pupils begin their final piece						External Set Assignment 40%		Art Exhibition		
<b>Biology -1 investigation</b>	CAT										
<b>Business Studies</b>	Ongoing throughout the school year										
<b>Chemistry</b>		Controlled Assessment Task									
<b>Computer Science</b>	Component 3										
<b>English</b>			Completion of remaining English Controlled Assessment								
<b>English Literature</b>		Completion of Assignment One		Completion of Assignment Two							
<b>French</b>			Controlled Assessment in Writing (3)		Controlled Assessment in Speaking (3)						
<b>Geography</b>	Four to Six weeks of class time set aside for write up of project										
<b>German</b>			Controlled Assessment in Writing (3)		Controlled Assessment in Speaking (3)						

<b>History</b>			Controlled Assessment Task. Questions 1 & 2						
<b>Home Economics</b>			Controlled Assessment Task 20%						
<b>ICT</b>	Controlled Assessment is ongoing throughout the year and is mainly class based.								
<b>Journalism</b>	Unit 3 CAT								
<b>Learning for Life and Work</b>									
<b>Mathematics</b>									
<b>Music</b>	Continuous - every week throughout the year during class						Submission of final 2 Compositions	Practical Exam	
<b>Physical Education</b>	Practical: Assessment Orienteering Unit 3		Fitness testing 8 week Personal Exercise Plan (Unit 2 Coursework)			Practical: Assessment Individual Sports Unit 3			
<b>Physics</b>	Controlled Assessment Task								
<b>Religious Studies</b>									
<b>Technology</b>	Unit 5 Planning	Unit 5 - Manufacturing							

### AS LEVEL COURSEWORK PLANNER

SUBJECT	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Art &amp; Design</b>	Experimental Portfolio AS1 50%					AS2 50% Personal Response			Complete Final Piece	
<b>Biology</b>	Assessed Practical work ongoing throughout year								Practical Paper	
<b>BTEC Subsidiary Diploma in IT (Computing)</b>	Coursework is ongoing throughout the year									

<b>Business Studies</b>											
<b>Chemistry</b>									<b>Practical Exam</b>		
<b>Critical Thinking</b>											
<b>Digital Technology</b>	Coursework is ongoing throughout this time. Coursework tasks are set on a weekly basis between October and March									<b>Introduction to coursework</b>	
<b>Engineering</b>	Coursework is ongoing throughout the year										
<b>English Literature</b>											
<b>French</b>							<b>Submit title and prepare presentation</b>				
<b>Geography</b>								<b>Fieldwork in Portstewart</b>			
<b>German</b>							<b>Submit title and prepare presentation</b>				
<b>Government &amp; Politics</b>											
<b>Health &amp; Social Care</b>	Coursework ongoing throughout the year Unit 1 Completed by beginning of December, Unit 2 Completed by the end of April										
<b>History</b>											
<b>Law</b>											
<b>Mathematics</b>											
<b>Music</b>	Ongoing throughout the year							<b>Submit final composition</b>	<b>Practical Exam</b>		
<b>Nutrition &amp; Food Science</b>											
<b>Physics</b>									<b>Practical Exam</b>		
<b>Psychology</b>											
<b>Religious Studies</b>											
<b>Sociology</b>											
<b>Spanish</b>							<b>Submit title and prepare presentation</b>				

<b>Sports Science</b>	Coursework ongoing throughout the year Task 1 Completed by December, Task 2 by end of February					Internal Moderation		
<b>Technology</b>			Coursework Design & Manufacture					
<b>Travel &amp; Tourism</b>	Ongoing throughout the year. Completed by Easter							

### A LEVEL COURSEWORK PLANNER

SUBJECT	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Art &amp; Design</b>	Personal & Critical Investigation (40% of A Level) Coursework ongoing					A2 2 20% of A level Thematic Outcome			Complete Final Piece	
<b>Biology</b>	Assessed Practical work ongoing throughout year								Practical Paper	
<b>BTEC Subsidiary Diploma in IT (Computing)</b>	Coursework is ongoing throughout the year									
<b>Business Studies</b>										
<b>Chemistry</b>									Practical Exam	
<b>Digital Technology</b>	Coursework is ongoing during this time. Coursework tasks are set on a weekly basis between October and March									
<b>Engineering</b>	Coursework is ongoing throughout the year									
<b>Critical Thinking</b>	Not offered at A2									
<b>English Literature</b>										
<b>French</b>		Select topic for discussion				Complete topic for discussion				
<b>Geography</b>								Fieldwork to Titanic Belfast		
<b>German</b>		Select topic for discussion				Complete topic for discussion				
<b>Government &amp; Politics</b>										
<b>Health &amp; Social Care</b>	Unit 11 Coursework. Completed by end of March.									

<b>History</b>										
<b>Law</b>										
<b>Mathematics</b>										
<b>Music</b>	Ongoing throughout the year							Submit final composition	Practical Exam	
<b>Physics</b>									Practical Exam	
<b>Nutrition &amp; Food Science</b>	Unit A2 2									
<b>Psychology</b>										
<b>Religious Studies</b>										
<b>Sociology</b>										
<b>Spanish</b>		Select Topic for discussion				Complete Topic for discussion				
<b>Sports Science</b>	Coursework ongoing throughout the year Task 1 to be collated by end of December							Internal Moderation		
<b>Technology</b>	Design & Manufacture									
<b>Travel &amp; Tourism</b>	Ongoing throughout the year. Completed by Easter									