

Parkstone Grammar School



INTERNAL ASSESSMENTS POLICY

DATE APPROVED	March 2018
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2021
TYPE OF POLICY	



CONTENTS

1. Safeguarding
2. Equal Opportunities
3. Aims of this Policy
4. Procedure for Non-examination assessment
5. Links to existing policies
6. Candidate or Teacher Malpractice
7. What actions is the school taking to uphold this policy?
8. Who should people contact if they have a question or suggestion for improvement?



INTERNAL ASSESSMENTS POLICY

1.0 Safeguarding

Parkstone Grammar School is committed to ensuring that all students are supported appropriately when they raise a justified concern in completing coursework, controlled assessments or non-examination assessments (NEAs)

2.0 Equal Opportunities

Parkstone Grammar School is committed to treating all staff and students with respect, taking into account issues recognised by the Equality Act

3.0 Aims of this Policy

- This policy sets out the school's approach to all internal assessments completed as part of an external qualification where the level of control is designated as High, Medium or Low or their equivalent as determined by each Examination Board. Internal assessments refer to any assessments other than an examination, set by an awarding body, which count towards an external qualification and include coursework, controlled assessment, non-examination assessments and any other assessment for which the awarding body publishes criteria for sitting, marking or assessing.
- In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

4.0 Procedure for Internal Assessments

4.1 The Examination Administrator and their Line Manager will:

- Ensure, on behalf of the Headteacher, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- Co-ordinate with Heads of Department, where necessary a schedule for internal assessment to take place;
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of internal assessments;
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);

4.2 Heads of Department will ensure:

- The safe and secure conduct of internal assessments in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- All marking is standardised;



- All teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication “*Instructions for conducting internal assessments*”;
- Individual teachers understand the requirements of the awarding body’s specification, particularly the level of control required, and are familiar with the relevant teachers’ notes, and any other subject specific instruction;
- There is a clear policy within the department on the carrying out of internal assessment and appropriate staff training takes place on an annual basis;
- All confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar;
- Support staff are given sufficient notice in which to order and prepare materials needed for assessments;
- The Special Educational Needs Co-ordinator (SENCO) is informed about any assistance required for the administration and management of access arrangements;
- In the case of formal supervision (high level of control) candidates must not have access to e-mail, the internet, mobile phones or any other electronic devices; all such devices must be collected by the teacher at the beginning of each session. Where “high level of control” is required, these sessions must be treated as “under examination conditions”;
- Where videos or photograph/images of the candidates are to be included as part of the controlled assessment consent is obtained from parent/carers/guardians;
- A log is kept which contains:
 - The date and time of each assessment together with its title;
 - The name of the supervising teacher;
 - A list of candidates who were present during the assessment;
 - A list of any absent candidates;
 - Where appropriate, the number of hours a student has spent on the assessment
 - Details of any incidents which occurred during the assessment.

4.3 Teaching staff must:

- Comply with the general guidelines contained in the relevant JCQ publications, e.g. “*Instructions for conducting non-examination assessments*”; and sharing NEA material and candidates’ work.
- 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 assessment(s) and ensure that such materials, together with the work produced by candidates, are stored securely at all times;



- Supervise assessments at the specified level of control and undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows;
 - Ensure that candidates-supervising teachers sign authentication forms on completion of an assessment;
 - Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks to the subject leader at the date required, keeping a record of the marks awarded;
 - Retain candidates' work securely between assessment sessions (if more than one);
 - Publish internally moderated marks to candidates in accordance with the guidance provided by JCQ
 - 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.
 - At the start of a formal session of internal assessment candidates will be reminded to turn off their mobile phones/electronic devices;
 - Staff are encouraged to go through the JCQ Notice to Candidates (for non-examination assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.
- **The Exams Administrator will:**
 - Enter candidates before the deadline for final entries;
 - Enter candidates 'cash-in' codes for the terminal examination series if required;
 - Take responsibility for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format;
 - Request mark sheets from Heads of Departments, and collect and send marks to awarding bodies before deadlines;
 - On the few occasions where internal assessment cannot be conducted in the classroom, arrange suitable accommodation where the assessment can be carried out.
 - **Special Educational Needs Co-ordinator will:**
 - Ensure access arrangements have been applied for;
 - Work with teaching staff to ensure requirements for any support staff are met.

5 Links to Existing Policies

- **Examinations – Internal Appeals Policy**
- **Examinations Internal Assessment/Malpractice Policy**



6 Candidate or Teacher Malpractice

6.1 Candidate Malpractice

- The Headteacher will report to the appropriate awarding body at the earliest opportunity all incidents of malpractice;
- If the irregularity is discovered prior to the candidate/teacher signing the declaration of authentication form the Headteacher will investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body;
- If the irregularity is identified after the candidate/teacher has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity;
- Supervise all investigations resulting from an allegation of malpractice;
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation;
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

6.2 Teacher Malpractice

- The School will carry out an investigation where it is evident that a teacher has helped a candidate with their internal assessment beyond the guidelines contained within each specification;
- Where there is malpractice, it will be dealt with under the disciplinary policy of the School and the awarding body will be informed.

7.0 What actions is the school taking to uphold this policy?

The Examinations Administrator will circulate an annual reminder to Heads of Department about the requirements of non-examination assessments including the publication of marks to students and the right of students to appeal their internal mark. All other staff will follow the policy as laid out in this document.

8.0 Who should people contact if they have a question or suggestion for improvement?

The member of the Leadership Group with responsibility for examinations