



# Morecambe Road School Controlled Assessment Policy



## Introduction

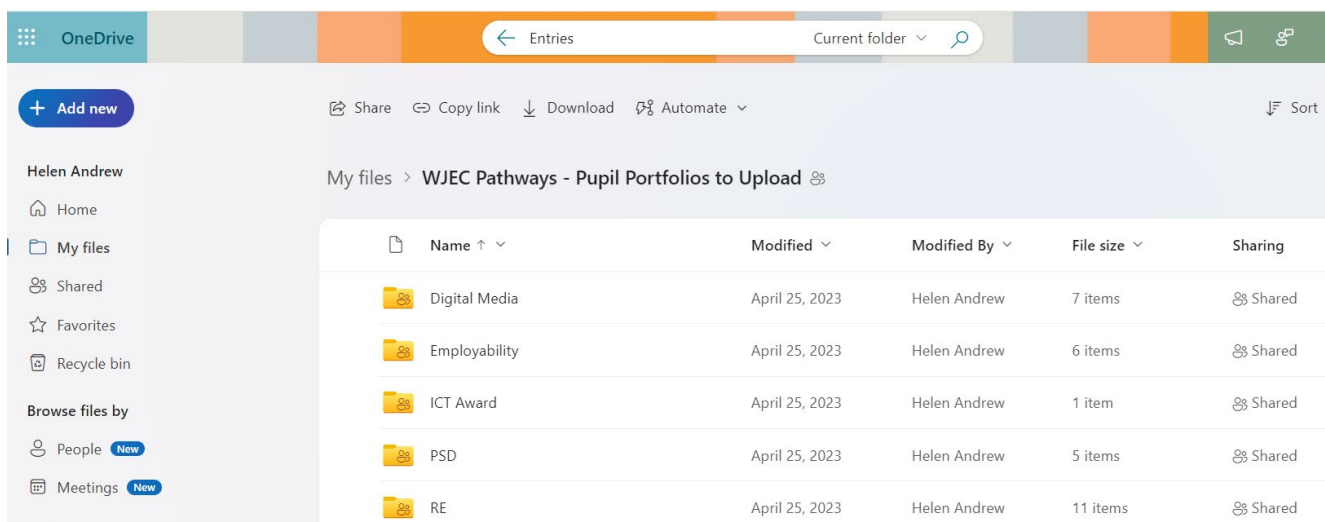
- (1) Coursework/Controlled Assessment is defined as **work assigned to and completed by a student during a course of study**; it is evaluated as part of the student's final grade in the course.
- (2) Ensuring the **validity of the marks** produced from Coursework/Controlled Assessment is vital in maintaining the integrity and reputation of this school in the assessment of the student.
- (3) **Each subject department** is responsible for:
  - **Developing, maintaining and implementing its own internal assessment procedures** within the parameters of the Exams Policy (Jan'24) and these will be evidenced in ongoing departmental practice;
  - **Implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Coursework/Controlled Assessment** as regulated by the Awarding Bodies.

## Staff responsibilities:

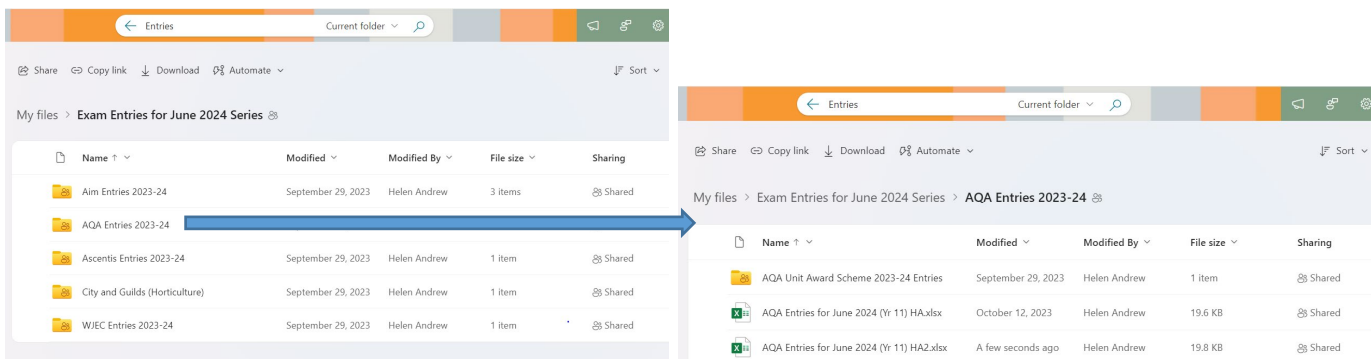
### Exams Officer:

- **Is responsible for liaising with Exam inspectors (AQA JCQ Inspection Service) or any Awarding Bodies: External Quality Assurers** to conduct their Annual Quality Review Meeting e.g. Ascentis. The meeting requires evidence of current policies and procedures relevant to delivering their controlled assessments.
- Is accountable for the **safe and secure conduct of controlled assessments**, ensuring that assessments comply with JCQ guidelines and Awarding Bodies' subject-specific instructions. **The school has a safe (number code) that is located in a cupboard with re-enforced walls.** The Key for the cupboard is kept securely in a separate coded key box, within the Assistant Head's Office. **Staff will only transfer coursework/exam papers to this safe if:**
  - They run out of room in their own lockable cupboard's (located in classrooms for easy access).
  - If the examination series has concluded but the coursework/exam papers need to be maintained for the suggested amount of time (specified by individual Awarding Bodies).
  - If the accreditation requires use of a safe to store external examination paper work e.g. GCSE/Functional Skills.
- At the start of each academic year, **the Exams Officer will share an, 'Exam Entries' spreadsheet for each Awarding Body via the One Drive**, to ensure that an overall picture of controlled assessments being undertaken in KS4 is available to SLT/Subject Leads and teachers.

- Map overall resource management requirements for the year and resolve:
  - ☞ **Exam Rooms** (first choice, on-site contingency room and off-site contingency location) required for AQA Functional Skills (Level 1/2) Maths Papers (1/2).
  - ☞ Issues arising from the need for **particular facilities** (rooms, laptops, time out of school for fieldtrips etc.)
  - ☞ Ensure that all staff involved have a calendar of events (**see Appendix 1: Exam Timetable and Deadlines**).
  - ☞ Create, publish and update an internal appeals policy for controlled assessments (**the Internal Appeals Policy is now incorporated into the Whole School Exam Policy, updated in Jan'24**).
- **Enter students for individual units**, whether assessed by controlled assessment or external exams, before the deadline for final entries (February of each academic year).
- **Organise and liaise with teachers regarding possible, 'cash-in', codes** for relevant exam series e.g. WJEC allow either individual units or the, 'cashing-in', of individual units to create an overall award (**see Appendix 2: Example of WJEC, 'Cash-In' codes**).
- The Exams Officer is **responsible for the receipt, safe storage and safe transmission** of confidential controlled assessment materials which can be received in the following formats: CD, E-copy (to upload to Awarding Body's Online Secure Website) or hard copy format. AQA for example, continue to prefer hard copies of coursework for moderation purposes, which are stored in lockable cupboard's/school safe until the May moderation deadline. However, **more Awarding Bodies are opting for uploading scanned pupil portfolios (e-copies) to their secure websites (Aim/Ascentis/WJEC)**. Below is an example of the One Drive Folder shared with Teachers who deliver the WJEC Entry Level Pathway accreditations, which allows the Exam Officer to securely collate controlled assessments and are then uploaded to the relevant Secure Website for the moderation process:



→ The **Exam Officer ONLY** has access to secure websites for final mark upload of controlled/external assessments. However, these are complied using the Shared One Drive Folder, 'Exam Entries', (see example below):



**Example of AQA Awarding Body Results Table for teachers to complete by the given deadline (February):**

AQA											
Candidate No.	Legal Forename	Legal Surname	Reg	Maths		Art & Design	Science ELC		Step Up to English	Step Up to English	
				ELC	Functional Skills	GCSE	Single	Double	ELC (Silver Award)	ELC (Gold Award)	
				5930	Level 1 (8361)	Level 2 (8362)	8202C/X	5961	5962	5972	5973
		Atkinson	P1	✓	✓		✓	✓	✓	✓	
		Barnes	P1	✓			✓		✓	✓	
		Bennett	P1	✓			✓		✓	✓	
		Draycott	M1								
		Gadoud	M1								
		Haggan	P2	✓		✓		✓		✓	
		Hargreaves	P1	✓			✓		✓		
		Jackson-Marshall	P1	✓			✓		✓	✓	
		Lamb	M1								
		Lewis	P1	✓			✓		✓	✓	
		Munshi	M1								
		Pain	M1								
		Park	M1								
		Paskin	P1	✓			✓		✓	✓	
		Powell-Tippett	P1	✓			✓		✓	✓	
		Pyle	P1	✓	✓		✓		✓	✓	
		Scarr	P1	✓			✓		✓	✓	
		Southern	P1	✓			✓		✓	✓	
		Taylor	P1	✓			✓		✓	✓	
		Woolven	P1	✓	✓		✓		✓	✓	
20 Pupils		Total No. of Yr 11 Candidates		14	3	1	14	1	12	10	12
Key for Preliminary Entries											
✓	Definitely entered										
✓	Possibly entered, awaiting definitive results from coursework (may not achieve EL1)										

→ On the few occasions where controlled assessments cannot be conducted in the Yr 11 classroom e.g. the location of the room creating too many distractions, the **Exams Officer will arrange suitable alternative accommodation**, after liaising with the Senior Leadership Team and other staff affected by room changes.

→ **Ensure access arrangements have been applied for**, if deemed appropriate by the teacher.

→ Work with teaching staff to ensure **requirements for support staff are met e.g. invigilator training.**

**Subject Leaders:**

→ **Decide on the most suitable Awarding Body and specification for a particular subject assessment/or academic ability** e.g. Nurture Classes will often use Aim Qualifications and Assessment Group, as they can select more appropriate, life skills-based topics, more relevant for their learning needs.

- Standardise internally the marking of all teachers involved in assessing an internally assessed component (**Appendix 3: Example of AQA Entry Level Certificate in Mathematics 5930 Standardisation Process/Record**).
- Ensure that **ALL coursework** is completed within the **Awarding Bodies time frame** (see **Appendix 1: Exam Timetable and Deadlines**).
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment. ALL coursework **MUST be marked before it is handed to the next teacher**. This is particularly important for AQA ELC Maths [5930] as it is started in Year 9, with at least 2-3 different teachers delivering the Specification by the time the Coursework is entered for the Exam Series in Year 11).
- Ensure that **individual teachers understand the requirements** of the Awarding Bodies specification and are familiar with the relevant teachers' notes/mark schemes and any other subject specific instructions.
- **Where appropriate, develop new assessment tasks or contextualise sample Awarding Body assessment** tasks to meet local circumstances, in line with Awarding Body specifications and control requirements.

### **Teaching Staff**

- Understand and comply with the **general guidelines contained in the JCQ publication, 'Instructions for conducting non-examination assessments (reformed GCE & GCSE specifications) 1 September 2023 to 31 August 2024'**.
- **Understand and comply with the Awarding Body specification** for conducting controlled assessments, including any subject-specific instructions, teachers' notes, mark schemes and/or additional information on the Awarding Bodies website.
- Supply to the Exams Officer, **details of all unit codes for controlled assessments via the One Drive Shared folder** (shared in October of the current academic year):
- Obtain confidential **materials/tasks set by awarding bodies in sufficient time** to prepare for the assessment(s) and ensure that such materials 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 students as the specification allows**.
- Ensure that **students and 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 (via the One Drive) to the Exams Officer (when required) **keeping a record of the marks awarded**.

- Retain candidates’ work securely for the allocated number of years (as specified by individual Awarding Bodies e.g. AQA suggest a full year after Certificates are received).
- 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.**

Signed: \_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Exams Officer) Date: \_\_\_\_\_

**Appendix 1: 2023-2024 Exam Entries and Deadlines**

Morecambe Road School (Centre No: 46130): 2023-2024 Exam Entries and Deadlines							
Exam Board	Staff Responsible	Subject	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA	ME	Maths	ELC	5930	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	6 <sup>th</sup> (13 <sup>th</sup> ) May'24	June'24 (6G24)
	ME		Functional Skills (Level 1)	8361/1 8361/2	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	NA	June'24 (6A24)
	ME		Functional Skills (Level 2)	8362/1 8362/2	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	NA	June'24 (6A24)
	AF	Art & Design	GCSE	8202C & 8202X	Sept/Oct'23	20 <sup>th</sup> (1 <sup>st</sup> ) May'24	June'24 (6G24)
	ME/KD	Step Up to English	ELC	5972/1 5972/2	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	6 <sup>th</sup> (13 <sup>th</sup> ) May'24	June'24 (6G24)
	KH/VHI	Science	ELC	5961/2	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	6 <sup>th</sup> (13 <sup>th</sup> ) May'24	June'24 (6G24)
WJEC	ME	PSD	Entry Pathways (PSD)	6101 6102 6103 6106 6111			
	ME	Employment Skills (PSD)		6109	11 <sup>th</sup> (21 <sup>st</sup> ) Feb'24	25 <sup>th</sup> April'24 (3 <sup>rd</sup> May)	June'24
	VHI	ICT Users (Award)		6010			
	KD	Imaging Software (EL1/EL2)		Entry Pathways (ICT Users)	6406		
		Audio and Video Software	6398				

2023-2024 Exam Entries and Deadlines (Continued)							
Exam Board	Staff Responsible	Subject	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
Ascentis	KD/CCa/ME	English Skills	Entry Level 1/2/3 Certificate/Extended Award/Award in English Skills	Stepping Stones	Any time	May/June'24	May/June'24
AIM Awards	CCa/MJ	Life and Work Skills Suite	Entry Level 1 Diploma/Certificate/Award in Independent Living - Looking After Yourself and Your Home.	(Diploma) 600/5915/9 (Certificate) 600/5916/3 (Award) 600/5997/7	Any time	May/June'24	May/June'24
			Entry Level 1 Diploma/Certificate/Award in Personal and Social Development Skills	(Diploma) 603/1506/4 (Certificate) 603/1506/0 (Award) 603/1502/7	Any time	May/June'24	May/June'24

**2022-2023 Other exam entries which DO NOT go through Examinations Officer**

Exam Board	Staff Responsible	Subject/s	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA Unit Award Scheme	MJ	Various	Pre-Entry Level Entry Level 1-3 Level 1	Various	Any time	Any time	Any time
City & Guilds	IM/MJ	NPTC: Practical Horticulture Skills	Level 1 Award	7573-11	Any time	Any time	Any time

For Phoenix Pathways – Lancaster and Morecambe College organised courses, please contact MJ (the accreditation facilitated by college will go through their exams officer not MRS). Phoenix will conduct their Maths/English accreditations through MRS (see above main table).

**Primary Statutory Assessments (AG Lead)**

Assessment	Staff Responsible	Subject	Deadlines	
			Registrations	Assessment Period
Reception Baseline Assessment	Reception Teacher/s	EYFS	June	September
SAT's Yr 2/Yr 6	Teacher of Yr 2/6 AG	Maths and English	September - October	May/June
Phonics' Screening Yr 4	Teacher of Yr 1/2	English: Phonics	March/April	May/June
Multiplication Check (Voluntary)	Teacher of Yr 4	Maths: Multiplication's	May	June

**The number of pupils assessed via the Engagement Model MUST be reported to the Government every academic year.**

**Appendix 2: Example of WJEC Cash-In Codes (Spreadsheet shared via the One Drive to allow an overview of Units)**

Candidate Number	Forename	Surname	Reg	WJEC Entry Pathways											
				PSD		Preparing for Work		PSD		PSD					
				Healthy Living		Learning About Workplaces		Preparation for Work		Managing Own Money		Environmental Awareness			
				L/502/0450 6103/ELC2 2 Credits	R/502/0460 6103/ELC3 2 Credits	H/503/272 ELC2/6126 1 Credit	H/503/272 ELC3/6126 1 Credit	R/502/0451 ELC2/6109 2 Credits	A/502/0461 ELC3/6109 2 Credits	Y/502/0452 ELC2/6106 2 Credits	F/502/0462 ELC3/6106 2 Credits	L/502/0657 ELC2/6102 2 Credits	R/502/0658 ELC3/6102 2 Credits		
		Astwood	M2												
		Bentham	M3												
		Caprani	M3												
		Copsey	M2												
		Garnett	M2												
		Griffin	M2												
		Harrison	M1												
		Hassell	M3												
		Hodson	M2												
		Keen	M3												
		Knowles	M2												
		McAuley	M3												
		McQueenie	M2												
		Mullen	M2												
		Newton	M2												
		Parr	M3												
		Rawcliffe	M3												
		Richardson	M3												
		Simpson	M2												
		Thomson	M1												
		Warriner	M1												
		Woodhouse	M3												
22 X Year 11 Pupils				2	16	0	0	17	2	0	9	0	9		


Candidate Number	Forename	Surname	Reg	PSD				TOTAL CREDITS	CERTIFICATION LEVEL
				Environmental Awareness		Dealing with Problems Daily Life			
				L/502/0657 ELC2/6102 2 Credits	R/502/0658 ELC3/6102 2 Credits	D/502/0436 ELC2/6101 2 Credits	H/502/0454 ELC3/6101 2 Credits		
						Astwood	M2		
		Bentham	M3				8	AWARD EL3	
		Caprani	M3				8	AWARD EL3	
		Copsey	M2				6		
		Garnett	M2				6		
		Griffin	M2				6		
		Harrison	M1				0		
		Hassell	M3				8	AWARD EL3	
		Hodson	M2				2		
		Keen	M3				8	AWARD EL3	
		Knowles	M2				6		
		McAuley	M3				8	AWARD EL3	
		McQueenie	M2				6		
		Mullen	M2				6		
		Newton	M2				6		
		Parr	M3				8	AWARD EL3	
		Rawcliffe	M3				8	AWARD EL3	
		Richardson	M3				8	AWARD EL3	
		Simpson	M2				6		
		Thomson	M1				0		
		Warriner	M1				0		
		Woodhouse	M3				8	AWARD EL3	
22 X Year 11 Pupils				0	9	2	8	9	

WJEC Cash-In Codes are based on **Total Credits** achieved from adding individual units attempted:

- Award (8+ Credits)
- Certificate (13+ Credits)
- Diploma (37+ Credits)


It is therefore essential that ongoing communication exists between teachers/Subject Leads and the Exams Officer. This is achieved using the One Drive.

**Appendix 3: Example of AQA Entry Level Certificate in Mathematics 5930 Standardisation Process/Record:**



**Morecambe Road School**

Standardisation Planning Form: ELC Mathematics (5930)



**Record of Standardisation Meeting**

Date: Thursday 5<sup>th</sup> May at 3.30pm

<b>Qualification</b>	5930 ELC Mathematics
<b>Theme</b>	Comparing teacher marking of the ELC External Tests
<b>Date of meeting</b>	Thursday 5 <sup>th</sup> May, 2022
<b>Location of meeting</b>	HA's Room (23)

What aspect of the qualification are you standardising? (i.e. decisions, feedback quality, administration, delivery etc.)

**1) Application of the ELC Instructions for marking External Assessments (Exams):**

**Instructions**

- Accept any numerical answer in words unless specified.
- Ignore spelling mistakes if the intention is clear.
- To assist the moderator please put a tick in the body of the script near the correct answer and the mark(s) in the right hand margin.
- Add the marks and write the total in the box after the last question.
- Transfer the total mark to the front page.

**2) Application of the ELC Mark Scheme for External Assessments (Exams):**

**Glossary for Mark Schemes**

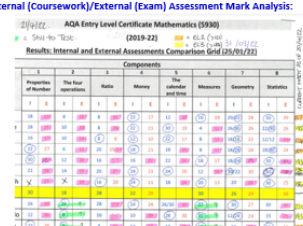
**ft** Follow through marks. Marks awarded for correct working following a mistake in an earlier step.

**oe** Or equivalent. Accept answers that are equivalent.

**eg** accept 0.5 as well as  $\frac{1}{2}$

**Use of brackets** It is not necessary to see the bracketed work to award the marks.

**3) Sharing of Internal (Coursework)/External (Exam) Assessment Mark Analysis:**



Present	Attendees	Apologies (ensure these team members are standardised)
	Helen Andrew (Teacher of M2)	Cath Cassidy – on maternity from October 2021 to May 2022.
	Andrew Poppa (Teacher of M2)	
	Janine Greenwood (Teacher of M1)	
	Maternity Cover for Cath Cassidy)	

Minutes	Action points	Name	Deadline
<p><b>Comments from HA's marking of papers from AP:</b></p> <ul style="list-style-type: none"> <li>Always mark in pen (pencil can be removed/amended)</li> <li>AQA Mark Scheme requests that marks for each question are awarded in the margin to the right of the paper (see standardising notes above).</li> <li>If the question is incorrect, denote it clearly in the body of test and award (0) marks in the margin.</li> <li>Note if the child's handwriting looks incorrect. You know the child and you can argue this.</li> <li>Denote ticks and crosses in the body of the text.</li> <li>Write the final mark in the allocated box on the last page</li> <li>Don't accept answers with self-correction involving writing over writing. It is hard to tell which is the correct answer. Pupils need to be reminded to cross an incorrect answer out and write next to it the correct answer.</li> </ul>	<ul style="list-style-type: none"> <li>Re-Mark other papers with marking in the body of text.</li> <li>Denote the mark awarded for each question in the margin.</li> <li>Mark in pen, preferably a colour that will stand out e.g. red.</li> <li>Check for marks allocated to answers, self-corrected by pupils writing over the existing answer. There should not be allocated any marks.</li> <li>HA to liaise with AP to make sure the suggested checks are conducted.</li> </ul>	AP	By Wednesday 11 <sup>th</sup> May, 2022.
<p><b>Comments from HA's marking of papers from JG:</b></p> <ul style="list-style-type: none"> <li>AQA Mark Scheme requests that marks for each question are awarded in the margin to the right of the paper (see standardising notes above).</li> <li>If the question is incorrect, denote it clearly in the body of test and award (0) marks in the margin.</li> <li>Note if the child's handwriting looks incorrect. You know the child and you can argue this.</li> </ul>	<ul style="list-style-type: none"> <li>Check papers to denote the mark awarded for each question in the margin, including (0) marks for incorrect answers.</li> <li>Annotate misleading handwriting</li> <li>HA to check changes</li> </ul>	JG	By Wednesday 11 <sup>th</sup> May, 2022.