

# King Edward VI Camp Hill School for Boys

## Coursework/Controlled Assessment Procedures

### Head of Department

1. The Head of Department is responsible for ensuring that:
  - a. The assessment procedures, as outlined in the department policy and in the regulations published by the relevant examination boards, are properly implemented in practice;
  - b. The workload of staff and students is a primary consideration and catered for in the planning, scheduling and assessment of Coursework/Controlled Assessment;
  - c. Deadlines are clear, agreed with all teachers in the department, realistic, published (where possible) for students and their Parent(s)/guardian(s) and shared with all relevant parties, e.g. Heads of Year, Form Teachers, etc.;
  - d. All teacher feedback, throughout preparation, will refer to mark schemes and criteria;
  - e. All staff in the department follow the procedures for subject teachers as outlined;
  - f. In the event of student absence the Head of Department should arrange time and rooming etc. for the student to take the controlled assessment. In the case of extended absence the Exams Officer should be consulted.

### Subject Teacher

While the Head of Department has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing Coursework/Controlled Assessment:

#### 1. Managing Coursework

- a. Ensure students are fully aware of the Coursework/Controlled Assessment task requirements;
- b. Ensure that students are fully aware of the Coursework/Controlled Assessment task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school;
- c. Provide standardised examples work from previous years or from examination board exemplars, where appropriate;
- d. Make students aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct, if necessary.

#### 2. Departmental Marking of Coursework

- a. Mark all Coursework/Controlled Assessment within the timeframe agreed within the department;
- b. Throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the student or his

# King Edward VI Camp Hill School for Boys

Parent(s)/guardian(s):

- c. Provide the Head of Department with the Coursework/Controlled Assessment marks and samples within the agreed timeframe;
- d. The Head of Department will retain a copy of all pupil marks and make these available to the Exams Officer;
- e. Attend standardisation and moderation meetings as required by the Head of Department and carry out all agreed adjustments to Coursework/Controlled Assessment marks;
- f. The final raw mark for the Coursework/Controlled Assessment may be provided to students so that they can make sensible decisions about resits. This should preferably be done after the internal moderation and standardisation procedures.
- g. Annotate final Coursework/Controlled Assessment according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board;

## **Coursework/Controlled Assessment deadlines:**

- 1. All Coursework/Controlled Assessment should be handed in before or on the submission date; those students who fail to meet this date should not normally have work accepted. The student is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.
- 2. In determining deadline dates, the Head of Department will consult with the teachers in his/her department and leave sufficient time for the marking, internal moderation, standardisation and administration;
- 3. If a student fails to meet set deadlines their teacher should make sure that the student has no valid reason for this failure: any reason given should be discussed with the Head of Department before giving any deadline extensions. If there is no satisfactory reason for failure to meet the deadline then:
  - a. The teacher will inform the Head of Pupil Information and the Head of Department;
  - b. The Head of Pupil Information will inform the Parent(s)/guardian(s) about what has occurred.

## **Disciplinary Procedures for Academic Misconduct**

- 1. Academic misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a student.
- 2. Academic misconduct may include though not be limited to:
  - a. Plagiarism  
Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
  - b. Falsifying or fabricating data  
Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
  - c. Collusion  
Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.

# King Edward VI Camp Hill School for Boys

## d. Copying

Copying is when one student copies work from another student, with or without the knowledge of the first student.

## e. Personation

Personation involves one person undertaking an assessment on behalf of another.

This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.

## f. Any other wilful deception in any element of an assessment.

3. A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

4. When a case of suspected academic misconduct has been identified:

a. The teacher involved will collect the evidence and bring the matter to the attention of the Head of the Department and the Head of Pupil Information.

The Head of Pupil Information will examine the evidence, interview the student, consult with the teacher, the Head of Department and the relevant Head of Year and students as appropriate and establish the nature and extent of the misconduct.

b. If, as a result of this investigation, the Head of Pupil Information and Head of Department are satisfied that no academic misconduct has taken place, no further action will be taken against the student and the student and the subject teacher will be informed as soon as possible.

c. Where the student admits to the academic misconduct, the Head of Pupil Information will make a written record of the interview and request the student to sign the notes as representing an accurate record of the meeting. The Head of Pupil Information will decide the appropriate penalty in accordance with the previous practice, taking account of the extent of the misconduct, whether wilful deception was involved and the extent to which the assessment would have contributed to the final award.

d. The Head of Pupil Information will inform the Parent(s)/guardian(s) of the student by letter of the decision that has been agreed with the Head of Department and the Head of Year. Parent(s)/guardian(s) will have two weeks to appeal against the decision. If this is the case the Head of Pupil Information will invite the Parent(s)/guardian(s) of the student to discuss the original decision. If no agreement can be made then two members of the Senior Leadership Team will hold a meeting with the Parent(s)/guardian(s) of the student, the Head of Pupil Information and other relevant parties to make a final decision. The penalty for academic misconduct will include a disciplinary sanction, such as a Headmaster's detention. Serious misconduct may lead to the student being given zero for that coursework/assessment and he may not be allowed to repeat it.

## **Ownership of Coursework**

- The ownership and copyright of coursework assignments are retained by the teacher and the school.

- On completion, the coursework submitted by students becomes examination material and the school holds it securely until it has no further value as examination material. Ownership of this original coursework is passed to the school on submission by the student.

- Any sample of coursework sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.

- Students should retain a copy of their work, as the original work will not be returned

- Where the coursework results in a product, either a physical product or a software

## King Edward VI Camp Hill School for Boys

package, the school assumes ownership of the product, as it will have been developed using materials and/or facilities provided by the school and with assistance and/or guidance provided by the teaching staff.

- The Head of Department will have the discretion to decide if the product/package should be returned but all associated documentation will remain the property of the school.

### **Appeals Procedure**

- This school is committed to ensuring that whenever its teachers assess students' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the examination boards an internal appeals procedure is available.
- An appeal may only be made against the process that produced the grade or mark to be submitted to the examination board and not against the mark or grade, i.e. where the student or his parents believe that the procedures for managing, marking, moderating and standardising coursework have not been carried out within the procedures set out above.
- Internal marking, moderation and standardisation of coursework will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- The marks submitted to the Examination Boards are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject area

### **The Internal Appeals Procedure**

If a student believes that his work has not been treated in accordance with the procedures outlined above he may make use of the Internal Appeals Procedure.

- Appeals should be made as soon as possible, and must be made at least four weeks before the end of the last externally assessed paper in that examinations series.
- Appeals should be made in writing to the Head of Pupil Information, who will investigate the appeal.
- The Head of Pupil Information will decide whether the process used for the internal assessment conformed to the internal regulations, the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the current examination series.
- If the appeal results in a change in the mark awarded to the student or his fellow students then the relevant examination board will be informed of the change and the reasons for it.
- The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, any changes made to the assessment of the student's work, and any changes made to improve matters in future.
- After a student's work has been assessed and moderated internally it is moderated by the examinations board to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work, this is outside the control of the school and is not covered by the Internal Appeals Procedure.