



Introduction

Controlled assessment and coursework are forms of internal assessment normally marked by the examination centre (Portadown College) and moderated by the Awarding Body. Portadown College adheres to instructions stipulated by The Joint Council for Qualifications (JCQ) in its procedures for internally assessed components at GCSE, AS and A2 Levels.

Given that in many subjects controlled assessment and coursework constitute a significant portion of the final GCSE and A Level grade respectively, partnership between students, teachers and parents/carers is imperative to ensure that candidates submit the highest quality work of which they are capable.

The time allocated to controlled assessment tasks is set by the Awarding Body and varies between subjects. Candidates will be informed of subject specific details by their class teacher.

The control levels for controlled assessment (High, Medium or Low) are set by the Awarding Body for each stage of the assessment process. Candidates will be informed accordingly by their subject teachers.

All controlled assessment/coursework sessions scheduled during timetabled classes will consequently take priority over other extra-curricular (including sporting) fixtures and commitments. SLT (Senior Leadership Team) will determine what constitutes exceptional circumstances and consider these on a case-by-case basis.

In accordance with JCQ (Joint Council for Qualifications) regulations, the examination centre must inform candidates of the marks which have been submitted to the Awarding Body (e.g. AQA, CCEA, OCR, Pearson and WJEC); in so doing, the examination centre must make it clear that those marks are subject to change through the moderation process. Candidates must be advised of their marks within a sufficient timeframe in order to allow for any review of marking to be concluded prior to the submission of centre marks to the Awarding Body (please see Appendix 1).

Roles and Responsibilities

The Principal (Head of Centre) will:

- Report to the Awarding Body all instances of suspected or actual malpractice.
- Supervise/delegate supervision of all internal investigations resulting from an allegation of malpractice (See Appendix 3).

The VP (Curriculum) will:

- Ensure, on behalf of the Principal, that departments conduct assessments which comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Be accountable for overseeing the safe and secure conduct of controlled assessment/coursework.
- Oversee the annual controlled assessment/coursework schedules at the start of the academic year in consultation with the Examinations Officer, Heads of Department and SLT, ensuring that all staff, students and parents/carers involved have a calendar of events.
- Ensure that all staff, students and parents/carers are cognisant of the College's Controlled Assessment/Coursework Policy and the JCQ [Information for Candidates](#) document.
- Ensure overall resource management requirements for the academic year, including the resolution of:
 - clashes/problems over the timing or operation of controlled assessment/coursework;
 - issues arising from the need for particular facilities (e.g. rooms, IT networks, sessions outside timetabled classes).
- Ensure that candidates and parents/carers are aware of the internal appeals process.
- Conduct internal investigations/appeals as, and when, delegated by the Head of Centre.

Heads of Department will:

- Decide, in consultation with departmental staff and SLT, the Awarding Body and specification for particular GCSE and A Level courses.
- Where appropriate, develop new assessment tasks or adapt sample Awarding Body assessment tasks to meet local circumstances, in line with the Awarding Body's specification and control requirements.
- Liaise with the Examinations Officer to draw up annual controlled assessment/coursework schedules and deadlines.
- Liaise with SLT, including the VP (Curriculum) and the Examinations Officer, to ensure that all controlled assessment/coursework in their subject are completed according to JCQ regulations and submitted to meet both internal College and external Awarding Body deadlines.
- Ensure that individual teachers in their department fully understand their roles and responsibilities with regard to controlled assessment/coursework.
- Ensure that all teachers in their department are cognisant of the JCQ document [*Instructions for Conducting Controlled Assessments*](#) and understand their corresponding roles/responsibilities.
- Manage the controlled assessment/coursework schedule in their department in accordance with JCQ, Awarding Body and subject-specific requirements.
- Ensure that annual controlled assessment/coursework schedules and deadlines are applied consistently across their department.
- Ensure that teachers and students in their department meet all controlled assessment/coursework deadlines for their subject.
- Inform the Year Head in cases where there is ongoing concern regarding the completion of controlled assessment/coursework by particular students.
- Maintain a current record of controlled assessment/coursework tasks which are completed/outstanding in their department.
- Liaise with parents/carers as required regarding outstanding controlled assessment/coursework.
- Ensure that candidates' work and related confidential materials are stored securely within their department.
- Liaise with LSC (Learning Support Co-ordinator) regarding access arrangements/extra time allocation for individual candidates as required.
- Liaise with SLT regarding attendance at Agreement Trials in order to ensure that rigorous standardisation takes place across the department and is documented accordingly.
- Liaise with the Exam Officer/SLT as required concerning appeals to awarding bodies with regard to re-marks and re-moderation.
- Inform VP (Curriculum) of any alleged malpractice or appeals.

Subject Teachers will:

- Comply with JCQ guidelines ([*Instructions for Conducting Controlled Assessments*](#)) and be cognisant of the general and subject-specific requirements for conducting controlled assessments/coursework set by the relevant Awarding Body.
- Manage the controlled assessment/coursework schedule in their classroom in accordance with whole school and departmental policy and procedures.
- Ensure that the candidates for whom they are responsible are aware of the particular controlled assessment/coursework requirements in their subject(s) and supervise controlled assessment/coursework at the specified level of control.
- Remind candidates to keep their own work secure at all times and not to share completed or partially completed work on-line, on social media or through any other means.
- Liaise with the Head of Department regarding candidates who do not complete controlled assessment/coursework tasks according to the regulations or timescale set out by the department and/or Awarding Body.
- Report concerns about students with outstanding controlled assessment/coursework immediately to the HoD.
- Ensure that candidates and supervising teachers sign authentication forms on immediate completion of an assessment.
- Ensure that candidates' work, authentication forms and related confidential materials are stored securely.
- Report any alleged or suspected malpractice to the HoD and VP (Curriculum).

- Mark internally assessed components as required, according to Awarding Body mark schemes, and undertake associated administration of assessment as required.
- Participate in standardisation and marking meetings within the department as required.
- Post-completion of assessment, internal standardisation and submission of marks to the Awarding Body, 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 inquiry and any subsequent appeal has been conveyed to the centre.
- Ask the LSC for any assistance required regarding the administration and management of access arrangements.
- Declare any potential conflict of interest (e.g. marking the coursework of a family member) and submit this coursework alongside the external moderation sample.
- To ensure that in cases of collaborative coursework, the contribution of each individual in the group is made clear.

The Year Head will:

- Use Review and Support procedures to maintain an overview of individual students with outstanding controlled assessment/coursework by liaising with subject teachers/HoDs/VP (Curriculum).
- Contact parents/carers in cases where the student has failed to complete controlled assessments/coursework across various subjects and keep VP (Curriculum) informed of such cases.

The Examination Officer will:

- Ensure that Heads of Department/subject teachers have entered candidates for the appropriate units within specified timescales.
- Ensure that all appropriate administrative tasks, including the receipt, storage and distribution of confidential examination documents and other associated documents, take place.
- Liaise with Heads of Departments to draw up annual controlled assessment/coursework schedules and deadlines.
- Ensure staff are informed of all controlled assessment/coursework deadlines as set out by the relevant Awarding Body.
- Ensure each department submits all relevant material and marks to the relevant Awarding Body by the set date.
- In exceptional circumstances where controlled assessment cannot be conducted in the classroom context, arrange suitable, alternative accommodation for such assessment in liaison with SLT.

The Learning Support Co-Ordinator (LSC) will:

- Ensure that all access arrangements have been applied for.
- Provide Heads of Department with a list of candidates entitled to extra time for Controlled Assessment.
- Liaise with teaching/support staff, candidates and parents/carers (as appropriate) to facilitate all access arrangements.

Responsibility of Candidates:

- To read and adhere to the guidance set out in both the relevant subject specification and JCQ [Information for Candidates](#) document as distributed by subject teachers and the Examination Officer respectively.
- To keep their own work secure at all times and not to share completed or partially completed work on-line, [on social media](#) or through any other means.
- To meet all deadlines set by the subject teacher, to submit high quality work and to adhere to the guidance provided by the subject teacher on controlled assessment/coursework. An Information Sheet with guidance and deadlines is available to candidates in their Year Group Google Classroom.
- To liaise with their subject teachers immediately following a period of absence.
- Cooperate fully with any internal investigations as required.
- Report any alleged or suspected malpractice to the appropriate subject teacher, HoD or VP (Curriculum).
- To sign a declaration confirming the coursework as your own work, with failure to do so resulting in a zero mark upon external moderation.

Responsibility of Parents/Carers:

- To ensure that their son/daughter meets all deadlines for submission of controlled assessment/coursework.
- To ensure, except in cases of legitimate absence, that their son/daughter is in College and fully prepared for controlled assessment/coursework planning and completion.
- To familiarise themselves with the JCQ [Information for Candidates](#) document (available on the College website) and discuss its contents with their son/daughter.
- To report in writing any alleged or suspected malpractice to the VP (Curriculum)/Head of Centre (Principal).

Assistance provided to candidates in the completion of Controlled Assessment/Coursework

All staff must follow the relevant JCQ regulations in provision of the assistance to candidates.

Teachers should refer to the following documents for further information:

- [JCQ Instructions for conducting coursework](#) – in particular Point 2 concerning drafting.
- [CCEA Conducting Controlled Assessments in CCEA GCSE Qualifications](#)
- <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

Procedures for Failure to Complete Controlled Assessment and Coursework

Departments must maintain and retain accurate records of students who fail to meet controlled assessment/coursework deadlines.

Procedures for Failure to Complete Controlled Assessment/Coursework Due to Absence

It is the **responsibility of the candidate to inform the subject teacher** if they know that they will be absent from undertaking any Controlled Assessment task or Coursework. It is the responsibility of the subject teacher to inform the HoD of such absence.

If a candidate misses any element of the controlled assessment/coursework, the subject department will arrange one 'catch-up' session (if feasible, subject departments may liaise to facilitate 'catch-up' sessions across different departments) within the deadlines set by the controlled assessment regulations.

The HoD will inform parents/carers of this catch-up session. Attendance at this session is compulsory.

If the candidate fails to attend this session, the candidate's name/note of controlled assessment outstanding are to be forwarded to the VP (Curriculum).

The VP (Curriculum) will coordinate three 'catch-up' sessions per academic year outside timetabled teaching (before the autumn half-term holiday, before the Christmas holiday and before/after the spring half-term holiday). SLT will agree dates with staff at the beginning of each academic year and communicate these to candidates and parents/carers accordingly.

Candidates who fail to attend the 'catch-up' session facilitated by the VP (Curriculum) will be referred to the Principal and may subsequently be withdrawn from this component of the examination.

In **exceptional medical circumstances**, a consultant's letter must be provided to account for absence. In such cases, the Year Head will liaise with relevant subject teachers to coordinate a feasible timetable for completion of outstanding controlled assessments. The Year Head will keep the Vice Principal (Curriculum) informed of these arrangements.

Procedures for Failure to Meet Coursework Deadlines

1. Each time a departmental interim coursework deadline is not met, the teacher will share relevant information with the Head of Department who will speak to the candidate and set a date for submission (maximum of

three working days after interim deadline). The Head of Department will contact the parent/carer by telephone to advise of this deadline. This time is provided to get work submitted to the teacher.

If this work is not completed as agreed, the matter will be referred to the Vice Principal (Curriculum) who will meet with the student and parent/carer to discuss withdrawal from subject.

2. If the candidate fails to submit all coursework by the final departmental deadline, the department should accept any work completed/submitted by the final deadline as the final version of the candidate's coursework and award marks accordingly.

In cases where no work has been submitted by the final departmental deadline, the issue will be referred to the VP (Curriculum). The candidate may subsequently be withdrawn from the coursework component of the examination or withdrawn completely from the subject.

In **exceptional medical circumstances**, a consultant's letter must be provided to account for why the final deadline has been missed. In such cases, if feasible, the Vice Principal (Curriculum) will liaise with the relevant Head of Department and agree a revised submission date. Please note that if the published submission date (see Appendix 2) is close to the date set by the Awarding Organisation for the uploading of marks, it may not be feasible to accommodate an extended deadline.

Policy approved by the Board of Governors	<i>Monday 19 February 2018.</i>
Amendments approved to the policy by the Board of Governors	<i>Thursday 27 January 2022</i>
Amendments approved to the policy by the Board of Governors	<i>Thursday 19 January 2023</i>
Amendments approved to the policy by the Board of Governors	<i>Thursday 21 September 2023</i>

Appendix 1

Review of Marking: Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

The procedures below, in accordance with JCQ Guidance on Reviews of Marking, pertain to the internal assessment of GCSE, AS and A2 controlled assessment and coursework undertaken by candidates in the College.

The College is committed to ensuring that staff mark candidates' work fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate subject knowledge. The College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the Awarding Body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

The College will:

- Ensure that candidates are informed of their centre assessed marks after full completion of the unit/module/course as determined by individual subject areas, noting that marks are provisional until submitted to the Awarding Body for external standardisation and verification.
- Inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment before marks are submitted to the Awarding Body (materials may include a copy of their marked work, the relevant specification and associated subject-specific documents e.g. Awarding Body

exemplars).

- Promptly make copies of materials available to the candidate upon request.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

Procedures for a Review of Marking

Candidates and parents/carers should note that marks subject to a Review of Marking can remain the same, increase or decrease.

Where the candidate wishes to query a mark awarded, he/she should, in the first instance, seek clarification from his/her teacher to resolve the matter informally. As part of this process, he/she may request copies of materials (including a copy of the marked work, the relevant specification and associated subject-specific documents e.g. Awarding Body exemplars).

The candidate's teacher and relevant HoD will provide verbal feedback to the candidate accordingly and inform him/her of any adjustments to the mark awarded.

The candidate will be provided with sufficient time in order to allow him/her to review copies of materials and to reach a decision regarding satisfaction with the outcome of the review.

Procedures for Appealing a Review of Marking

Where the candidate and/or parent/carer are dissatisfied with the outcome of the review of marking outlined above, the parent/carer may appeal in writing to the VP (Curriculum), clearly stating the reason for the appeal. Please refer to Appendix 2 for subject-specific deadlines for Appeals.

The VP (Curriculum) will chair an Appeals Panel comprising 3 members of staff. Where the VP (Curriculum) is involved in the assessment process for that subject, which is the focus of the appeal, an alternative member of SLT will oversee the appeals process.

- The College will allow sufficient time for the appeal to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, before the Awarding Body's deadline.
- Where feasible, the College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- The College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate and parent/carer will be informed in writing of the outcome of the review of the Centre's marking.
- The outcome of the review of the Centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the review of the Centre's marking bring any irregularity in procedures to light, the Awarding Body will be informed immediately.

NB: After candidates' work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to mark changes.

Candidates and parents/carers should be cognisant that the setting of grade boundaries rests with the Awarding Body and involves the conversion of raw to uniform marks which varies from year to year and subject to subject.

These processes are outside the control of the College and are not covered by the above procedures.

Appendix 2 Submission & Review of Marking (2023-24)

GCSE Subject Deadlines for Coursework

Subject	Coursework Unit	Student work submitted by:	Marks returned to students by:	Student Appeal Deadline:
ALU	Unit 3	11th March	15th April	22nd April
Art & Design	Component 1A (Yr 11)	20th March	April 2025	TBC
	Component 1B (Yr 12)	14th December 2023	15th April	18th April
	Component 2 (Yr 12)	19th March	15th April	18th April
BCS	Unit 3	9th February	15th April	22nd April
Business Stud**	Unit 3			
DT: Multi-Media	Unit 3	8th March	15th April	22nd April
DT: Programming	Unit 5	8th March	15th April	22nd April
Drama*	Component 2			
English Language	Unit 2*	9th February	23rd February	29th February
	Unit 3	15th December	15th April	22nd April
English Literature	Unit 3	22nd March	15th April	22nd April
Food & Nutrition	Component 2	1st March	15th April	22nd April
LLW	Unit 4	5 February	4 March	11 March
MI Arts	Component 2 (Yr 11)	17/6/23	April 2025	TBC
	Component 3 (Yr 12)	19th March	17th April	23rd April
Music	Component 2	9th February	8th March	15th March
PE*	Component 3			
TD	Unit 3	22nd March	15th April	22th April

GCE: AS Coursework

Subject	Unit	Student work submitted by:	Marks returned to students by:	Student Appeal Deadline:
Art & Design	Unit 1	24th April	3rd May	7th May
	Unit 2	24th April	3rd May	7th May
Health & S Care	Unit 1	31st December	15th April	22nd April
	Unit 2	31st March	15th April	22nd April
L&H Science	Unit 1	25 March	19 April	24 April
Moving Image Arts	Unit 1	19th March	17th April	23rd April
Music	Unit 2	20th March	15th April	22nd April
Sports Science*	Unit 1			
Technology & Design	Unit 2	26th March	15th April	22nd April
Tourism (WJEC)	Unit 2	29th March	19th April	26th April

GCE: A2 Coursework

Subject	Unit	Deadline for Student Submission:	Marks returned to students by:	Student Appeal Deadline:
Art & Design	Unit 1 Written Component.	26/2/2024	N/A	N/A
	Unit 1 & 2	24th April	3rd May	7th May
Computer Science (WJEC)	Unit 5	12th April	26th April	1st May
Digital Technology	Unit 2	22nd March	15th April	22nd April
English Literature	Unit 3	19th March	22nd April	26th April
Health & Social Care	Unit 2	31st December	15th April	22nd April
	Unit 5	7th April	15th April	22nd April
L&H Science	Unit 1	29 Feb	12 April	17 April
Moving Image Arts	Unit 1	19th March	17th April	23rd April
Music	Unit 2	20th March	15th April	22nd April
Nutrition & Food Sc	Unit 2	31st January	20th April	26th April
Sports Science**	Unit 1			
Technology	Unit 2	26th March	15th April	22nd April
Tourism (WJEC)	Unit 4	15th December	19th April	26th April

*Awaiting confirmed date of moderation visit from Exam Board.

**Dates published when known.

Please note: dates are subject to change where operational arrangements dictate.

Appendix 3

Procedures for Candidate Malpractice

Candidates must not:

- Submit work which is not their own.
- Make available their work to other candidates through any medium (including social media), lend work to other candidates or allow their work to be copied.
- Allow other candidates access to, or the use of, their own independently sourced material.
- Assist other candidates in the production of controlled assessment/coursework.
- Use any books, the internet or other sources without acknowledgement.
- Submit work word-processed by a third party without acknowledgement.
- Include inappropriate, offensive or obscene material.

The above actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) may be applied. The centre will investigate allegations of suspected malpractice in accordance with JCQ guidelines (<https://www.jcq.org.uk/exams-office/malpractice>).

If irregularities in controlled assessment/coursework are discovered prior to the candidate signing the declaration of authentication, the VP (Curriculum) will liaise with the Examinations Officer and HoD to decide whether it is permissible and feasible for the candidate to resubmit components of the work. Details of any work which is not the candidate's own must be recorded on the authentication form supplied by the Awarding Body or other appropriate place.

The VP (Curriculum) will inform the candidate and parent/carers accordingly of actions to be taken.

The parent/carers may appeal the procedures followed during an internal malpractice investigation.

The following do not, by themselves, constitute grounds for an appeal:

- The candidate did not intend to cheat.
- The candidate has an unblemished academic record.
- The candidate could lose a university place.
- The candidate regrets his/her actions.

Appeals must be made in writing to the Head of Centre (Principal) within 2 working days of notification of the outcome of the investigation. In such cases, the Head of Centre will convene an Appeals Panel, comprising 3 members of staff, to consider the appeal, the outcome of which will be communicated to the parent/carer accordingly.

If irregularities in controlled assessment/coursework are identified by the centre after the candidate has signed the declaration of authentication, the Head of Centre (Principal) must submit full details of the case to the relevant Awarding Body at the earliest opportunity. The candidate and parent/carer will be informed prior to this submission. In such cases, the Awarding Body will determine the outcome and any penalties to be imposed.

In accordance with JCQ guidelines, in cases of malpractice, candidates and/or the parents/carers of candidates are not entitled to appeal directly to the Awarding Body. Representations must be made to the Head of Centre. The decision as to whether to proceed with an appeal rest with the centre and is subject to its internal appeals arrangements, in which case the Principal will convene a panel comprising 3 members of staff.

Appendix 4

Coursework Submission for Re-sitting/External Candidates

Entries will only be accepted from former students of Portadown College for qualifications based on external, written assessments within one year of leaving Portadown College.

Qualifications with coursework/practicals/orals or any centred based assessment cannot be entered. Please contact the College examinations Officer if you need to check what forms of assessment are involved for the qualification you wish to re-sit.