



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 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 review process.
- Conduct internal investigations/reviews as, and when, delegated by the Head of Centre.

The VP (Pastoral) will:

- Provide relevant pastoral information, liaising with Year Heads as required, to inform any decision on the extension of a CAT/Coursework deadline or withdrawal from the unit/subject.

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, including the response to any form of malpractice as detailed in the Malpractice Policy.
- 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.
- Seek guidance from 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.
- Co-ordinate teachers to 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.
- Remind candidates of JCQ regulations for the use of Artificial Intelligence (AI), if relevant to the particular controlled assessment/coursework requirements in their subject(s).
- Manage the controlled assessment/coursework schedule in their classroom in accordance with whole school and departmental policy and procedures.
- Liaise with parents/carers as required, under the direction of their Head of Department, regarding outstanding controlled assessment/coursework.
- 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 JCQ Instructions, 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 Learning Support Co-ordinator (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:

- Liaise with Heads of Department or subject teachers as required, to provide relevant pastoral information relating to absence etc.

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 guidance set out in this Coursework Policy and the Malpractice Policy.
- To read and adhere to the guidance set out in both the relevant subject specification and JCQ [Information for Candidates](#) documents 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 follow the JCQ guidance on the [Use of Artificial Intelligence](#) (AI) in assessment, as detailed in the Malpractice Policy. Please see key references below.

- 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 in advance (for planned absence) or 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 Vice Principal (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 final deadlines for submission of controlled assessment/coursework (see Appendix 2).
- 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 ensure that no arrangements are made which would prevent their son/daughter attending any high control sessions which are organised in school.
- To ensure any Coursework tasks are submitted to teachers via the school office or by email (info@pc.portadown.ni.sch.uk – marked FAO the relevant teacher) if their son/daughter is off school. If this is not feasible, the work must be submitted on the student's first day back in school.
- 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 Examinations Officer or another key post holder not involved in the allegation (Vice Principal (Curriculum) or Head of Centre/Principal) using the Suspected Malpractice Form found in Appendix 3 of the Portadown College Malpractice Policy.

Use of AI (Artificial Intelligence)

According to section 5.3(k) of the JCQ General Regulations for Approved Centres (available at <https://www.jcq.org.uk/exams-office/general-regulations/>), students are obligated to submit assessments that truly represent their own efforts. This involves ensuring that the submitted work is composed in their own words, devoid of any copying or paraphrasing from external sources, including artificial intelligence (AI) tools.

Please refer to the Malpractice Policy, which covers key aspect of using AI within assessment, including:

- What is AI?
- What is AI misuse?
- How AI misuse will be treated as malpractice:
- Risks of using malpractice:
- How AI should be acknowledged
- Detecting misuse of AI
- Potential Indicators of AI Use: Several indicators may suggest AI misuse in student work
- Appropriate use of AI
- JCQ AI Guidelines

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/2025/AI-Use-in-Assessments>

Where permitted, staff will provide feedback on interim work submitted by the set deadline. However, staff will not accept any further drafts for guidance.

Please note that in line with JCQ Guidance, a clear distinction is drawn between any **interim review of coursework** and **final assessment for the intended examination series**. Once work is submitted for final assessment it must not be revised. Under no circumstances are 'fair copies' (the final, corrected copy of a piece of written work) of marked work allowed to be resubmitted. Adding or removing any material to or from coursework after it has been presented by a candidate for final assessment will constitute malpractice.

Annotation

In line with JCQ instructions, when Controlled Assessment or Coursework is marked, it will be annotated to show clearly how credit has been awarded.

Indications as to how marks have been awarded should:

- be clear and unambiguous;
- be appropriate to the nature and form of the coursework;
- facilitate the standardisation of marking within the centre;
- enable the moderator to check the application of the assessment criteria to the marking.

Procedures for Failure to Complete Controlled Assessment and Coursework

Please see the flow diagram (Appendices 5 and 6) on pages 13-14 for a summary of the procedures detailed below.

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 either:

- (i) Arrange one 'Catch-Up' session within the deadlines set by the controlled assessment regulations, supervised by Department staff.

Or

- (ii) Arrange for the student to attend an after school 'Catch Up' on a Friday afternoon for the required time.

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

When a student has failed to attend a Catch-Up session, the Department will not make alternative arrangements and 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 four 'Catch-Up' sessions per academic year outside timetabled teaching (before the autumn half-term holiday, before the Christmas holiday, before/after the spring half-term holiday and before the Easter 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. No alternative provision for 'Catch Up' will be made in such cases.

In **exceptional medical circumstances**, a consultant's or GP's letter must be provided to account for absence. In such cases, the Vice Principal Curriculum will liaise with the Head of Department/relevant subject teachers to coordinate a feasible timetable for completion of outstanding controlled assessments or coursework.

Where the threshold of a Consultant's/GP's letter has not been met, the Vice Principal (Curriculum) will make a decision on the provision of additional time for the completion of controlled assessments/coursework based on any pastoral evidence available, including any internal records provided by the Pastoral Vice Principal (Pastoral) or Year Head.

Please note that if absence extends beyond 5 working days before the deadline for CAT/Coursework marks to be sent to the Awarding Organisation, the College reserve the right to withdraw a student from the coursework component of the examination or be withdrawn completely from the subject. These timescales are necessary as staff require sufficient time to read, assess and then internally standardise students before the deadline set by the Awarding organisation. This applies, even if a Consultant's/GP's letter is provided as 5 working days are still required for staff to complete the assessment process.

Procedures for Failure to Meet Coursework Deadlines

Interim Deadlines

Each time a departmental interim coursework deadline is not met, the teacher will:

- Share relevant information with the Head of Department.
- Inform the parent/carer via email (Parentmail) that the work has not been submitted.
- Not provide any feedback (oral or written) on this part of the coursework.

If a student is absent on the date of the interim coursework deadline, parents/carers should ensure any CAT/Coursework tasks are submitted to teachers via the school office or by email (info@pc.portadown.ni.sch.uk – marked FAO the relevant teacher). If this is not feasible, the work must be submitted on the student's first day back in school.

If a student has **repeatedly missed deadlines**, the Head of Department will refer the matter to the Vice Principal (Curriculum) who will meet with the student and parent/carer to discuss withdrawal from the coursework component of the examination or withdrawal completely from the subject.

Final Deadline

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 Vice Principal (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 or GP's letter must be provided to account for why the final deadline has been missed. This evidence must be produced by the published deadline date at the latest. Should such evidence not be supplied to the College by the final deadline date, whatever work which has been completed by this date will be assessed and marks submitted to the Awarding organisation.

Where the threshold of a Consultant's/GP's letter has not been met, the Vice Principal (Curriculum) will make a decision based on any pastoral evidence available, including any internal records provided by the Pastoral Vice Principal (Pastoral) or Year Head.

If either or both of the criteria are met and it is feasible, the Vice Principal (Curriculum) will liaise with the relevant Head of Department/subject teacher and agree a revised submission date.

Please note that even in a case of Exceptional circumstances, the College reserve the right to withdraw a student from the coursework component of the examination or be withdrawn completely from the subject if it is not feasible for the work to be submitted 5 working days before the marks are to be sent to the Awarding Organisation. These timescales are necessary as staff require sufficient time to read, assess and then internally standardise students before the deadline set by the Awarding organisation.

Return of Controlled Assessment Tasks (CAT) and Coursework

Following completion of the marking and internal standardisation, the CAT/Coursework must be retained by the centre, and not returned to the candidates, until after the closing date for reviews of moderation for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Therefore, any student wishing to have their Controlled Assessment Task or Coursework returned must contact the College by 31 January after the completion of their course. Any work not collected by this date will be disposed of by the College.

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>
Amendments approved to the policy by the Board of Governors	<i>Tuesday 20 February 2024</i>
Amendments approved to the policy by the Board of Governors	<i>Thursday 13 June 2024</i>
Amendments approved to the policy by the Board of Governors	<i>Thursday 27 November 2025</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.

Portadown College is committed to ensuring that whenever its staff mark candidates' work this is done 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 knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. Portadown College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Portadown College will:

- (i) ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- (ii) 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.
- (iii) having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
- (iv) provide candidates with sufficient time, normally at least three working days, to allow them to review copies of materials and reach a decision.
- (v) provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review.
- (vi) allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
- (vii) ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
- (viii) instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- (ix) inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of marking will be made known to the Head of Centre and Head of Department. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Applying 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.**
- a degree of tolerance is permitted by the Awarding Bodies within assessment grading i.e. there may be a small variance in marks between teachers reviewing the same work. This means that a mark will only change if the reviewer has compelling evidence that there has been an unreasonable exercise of academic judgement for the original mark.

Step 1

To request information to inform their decision whether to proceed with a Review of Marking, students must complete the Information Request form (Appendix 7) and return it to the Examinations Officer **at least five working days** before the Review of Marking deadline.

The Examinations Officer will collect the relevant documentation (copy of work and assessment criteria) from the member(s) of teaching staff. This information will be shared with the candidate at least three working days before the application deadline for a Review of Marking. Where it is not feasible to provide a copy of the Controlled Assessment Task or Coursework, the Examinations Officer will arrange a time for the student to view their original work under supervision.

Please refer to Appendix 2 for subject-specific deadlines for Reviews.

Step 2

The following three criteria must be met before the Review Panel will be convened:

1. Candidates must pay an administration fee of £25.
2. Complete the Application Form (Appendix 8), in which the student **must outline specifically what evidence they have which indicates that their portfolio qualifies for a higher band/assessment objective than the original mark.** Reviews which do not provide appropriate justifying evidence in relation to the published assessment criteria cannot be forwarded to the Review Panel.
3. Payment and application form must both be received by the Curriculum Vice Principal before the published Review of Marking deadline within the Coursework Policy.

Step 3

The VP (Curriculum) will chair a Review 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 review, an alternative member of SLT will oversee the review process.

The outcome of the Review of marking will be shared with the candidate, Head of Centre, and Head of Department.

Appendix 2 Submission & Review of Marking (2025-26)
GCSE Subject Deadlines for Coursework

Subject	Coursework Unit	Student work submitted by:	Marks returned to students by:	Student Review Request Deadline:
ALU	Unit 3	20/03/26	13/04/26	20/04/26
Art & Design	Component 1	15/12/25	15/04/26	23/04/26
	Component 2	23/03/26	15/04/26	23/04/26
BCS	Unit 3	30/01/26	27/02/26	02/03/26
Business Studies	Unit 3	27/02/26	17/04/26	24/04/26
DT: Multi-Media	Unit 3	10/03/26	20/03/26	27/03/26
DT: Programming	Unit 5	27/03/25	20/04/25	24/04/25
Drama*	Unit 1	23/01/26	06/02/26	27/02/26
English Language	Unit 3	19/02/26	13/04/26	20/04/26
English Literature	Unit 3	13/11/25	13/04/26	20/04/26
Food & Nutrition	Component 2	28/02/26	17/04/26	24/04/26
Health & Social Care	Unit 2	20/04/2026	23/04/26	24/04/26
LLW	Unit 4	13/02/26	27/03/26	17/04/26
MI Arts	Component 2 (Yr 11)	08/05/26	TBC	TBC
MI Arts	Component 3 (Yr 12)	09/03/26	17/04/26	22/04/26
Music	Component 2	06/02/26	20/02/26	27/02/26
PE*	Component 3	N/A	22/04/26	24/04/26
Technology & Design	Unit 3	26/03/26	13/04/26	20/04/26

GCE: AS Coursework

Subject	Unit	Student work submitted by:	Marks returned to students by:	Student Review Request Deadline:
Art & Design	Units 1 & 2	23/04/26	06/05/26	13/05/26
Health & S Care	Unit 1	20/04/26	23/04/26	24/04/26
	Unit 2	19/12/25	23/04/26	24/04/26
L&H Science	Unit 1	23/03/26	14/04/26	20/04/26
Moving Image Arts	Unit 1	18/03/26	17/04/26	22/04/26
Music	Unit 2	20/03/26	17/04/26	21/04/26
Sports Science	Unit 1	19/03/26	17/04/6	21/04/26
Technology & Design	Unit 2	30/03/26	13/04/26	20/04/26
Tourism (WJEC)	Unit 3	17/12/25	24/04/26	01/05/26
	Unit 4	10/04/26	24/04/26	01/05/26

GCE: A2 Coursework

Subject	Unit	Deadline for Student Submission:	Marks returned to students by:	Student Review Request Deadline:
Art & Design	Unit 1 Written Component	24/02/26	N/A	N/A
	Unit 1 & 2	23/04/26	06/05/26	13/05/26
Computer Science (WJEC)	Unit 5	13/04/26	05/05/26	08/05/26
Digital Technology	Unit 2	20/03/26	14/04/26	17/04/26
English Literature	Unit 3	20/03/26	13/04/26	20/04/26
Health & Social Care	Unit 2	30/11/25	23/04/26	24/04/26
	Unit 5	20/04/26	23/04/26	24/04/26
L&H Science	Unit 1	30/01/26	14/04/26	20/04/26
Moving Image Arts	Unit 1	18/03/26	17/04/26	22/04/26
Music	Unit 2	20/03/26	17/04/26	21/04/26
Nutrition & Food Sc	Unit 2	31/01/26	17/04/26	24/04/26
Sports Science	Unit 1	19/03/26	17/04/26	21/04/26
Technology	Unit 2	30/03/26	13/04/26	20/04/26
Tourism (WJEC)	Unit 5	06/02/26	24/04/26	01/05/26
	Unit 7	10/04/26	24/04/26	01/05/26

*Awaiting confirmed date of moderation visit from Exam Board.

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/carer accordingly of actions to be taken.

The parent/carer 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 Organisation. 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. Please refer to Appendices 1 or 2 of the Malpractice Policy for more information.

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.

Appendix 5 - Procedure if student has not had time to complete work due to absence.

For authorised planned absence e.g. school sporting fixture. Student to inform teacher in advance and arrange to catch up on work.

Or

For unplanned absence – contact teacher on the first day back in school to catch up on work.

In both cases the student must take responsibility.

Teacher informs Head of Dept.

Student placed in Dept. Catch Up session.

Or goes directly into Whole School Catch Up if work does not need to be submitted until after the next Whole School Catch Up.

Failure to attend - there will be one final opportunity at a Whole School Catch Up session organised by VP (Curriculum).

Failure to attend – referred to Principal and student may be withdrawn from the unit or subject.

Only in **exceptional circumstances** will a further opportunity be provided to complete the work: Consultant's/GP's letter to account for absence.

Pastoral or Safeguarding evidence on file supplied by Vice Principal (Pastoral).

In such cases, the Vice Principal Curriculum will liaise with the Head of Department/relevant subject teachers to coordinate a feasible timetable for completion of outstanding controlled assessments or coursework.

*Please note that if absence extends **beyond 5 working days** before the deadline for CAT/Coursework marks to be sent to the Awarding Organisation, the College reserve the right to withdraw a student from the coursework component of the examination or be withdrawn completely from the subject.*

Appendix 6 - Procedure if student has missed a deadline.

INTERIM DEADLINE

FINAL DEADLINE

Work not submitted*.
Work will not be marked, or any feedback provided.
Teacher informs Head of Dept.
Teacher sends Pro forma letter sent home to parent/carer.

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.

Student will only be placed in a Catch Up if one or both of the following criteria are met:
Medical evidence is provided **on the date of submission**.
Vice Principal (Pastoral) agrees an extension on the basis of Pastoral or Safeguarding information on

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.

Only in **exceptional circumstances** will a further opportunity be provided to submit the final work:
Consultant's/GP's letter to account for failure to complete work on time.
Pastoral or Safeguarding evidence on file supplied by Vice Principal (Pastoral).

If criteria are met and it is feasible, the Vice Principal (Curriculum) will liaise with the relevant Head of Department/subject teacher and agree a revised submission date.

*If granted, the revised deadline will take account of the requirement for work submitted **at least 5 working days** before the deadline for CAT/Coursework marks to be sent to the Awarding Organisation, the College reserve the right to withdraw a student from the coursework component of the examination or be withdrawn completely from the subject.*

If a student has **repeatedly missed deadlines, the Head of Department will refer the matter to the Vice Principal (Curriculum) who will meet with the student and parent/carer to discuss withdrawal from the coursework component of the examination or withdrawal completely from the subject.*

Appendix 7

Request for Information to inform application for a Review of Marking

Name of Candidate	
Centre	Portadown College (71679)
Examination Number	
Qualification Level: GCSE/AS/A-Level	
Subject	Subject Teacher(s)

Please return to the Examination Officer.

Appendix 8

Application for a Review of Marking

Name Of Candidate	
Centre	Portadown College (71679)
Examination Number	
Qualification Level: GCSE/AS/A-Level	
Subject	Subject Teacher(s)
Please outline specifically what evidence they have which indicates that your portfolio qualifies for a higher band/assessment objective than the original mark.	
Date of Submission	
Admission Fee of £25 attached. (please tick)	

Please return to the Curriculum Vice Principal