

Ysgol Maesydderwen



Internal Assessments Policy

Polisi Asesu Mewnol

Type: School Policy

Reviewed / Adopted On	Signed	Next Review
18/3/2021	<i>J. Patten</i> <i>P.D. Grimes</i>	Spring Term 2023

Staff responsibilities

Learning Leaders

Decide on the awarding body and specification for a particular GCE/GCSE/BTEC.

Ensure that at least 40 per cent of overall assessment is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

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.

Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject-specific instructions.

Supply to the exams office details of all unit codes for controlled assessments/coursework/ BTEC by the end of the summer term, in readiness for following academic year.

Support teaching staff to 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.

Ensure that individual teachers understand their responsibilities with regard to controlled assessment/ coursework/BTEC.

Standardise internally the marking of all teachers involved in assessing an internally assessed component.

Keep detailed records in order to produce plan for catch-up of tasks missed due to learners absence.

Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Teaching staff

Understand and comply with the awarding body specification for conducting controlled assessments/ coursework/BTEC, including any subject-specific instructions, date for issuing of tasks, teachers' notes or additional information on the awarding body's website.

Ensure all pupils receive and understand the Rules and regulations for all pupils undertaking Controlled Task, coursework assessment and BTEC.

Following liaison with your Learning Leader, 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), ensuring that there is sufficient supervision of every candidate to enable work to be authenticated. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

Ensure candidates understand that information from published sources must be referenced; receive guidance on setting out references and are aware that they must not plagiarise other material.

Provide advice and feedback to all pupils as appropriate to the subject and component.

Retain candidates' work **securely** between assessment sessions (if more than one).

Ensure that students and supervising teachers sign authentication forms on completion of an assessment.

Candidates **must** be told the mark given by their centre for a centre assessed component/unit. This applies to legacy and new GCE and GCSE qualifications, and Project qualifications. This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so, and will facilitate the operation of a fair review process.

Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office and/or online to the awarding body when required, adhering to the Awarding Body deadlines, as well as keeping a record of the marks awarded.

Retain candidate declaration until the deadline for an enquiry about results has passed or until any appeal, malpractice or other result enquiries.

Ask the Additional Learning Needs Coordinator (ALNCo) for any assistance required for the administration and management of access arrangements.

Additional Learning Needs Coordinator/additional learning support

Ensure access arrangements have been applied for.

Communicate to teaching staff detailed information of pupils who have access arrangements at the beginning of the teaching year, and immediately for new applications or new pupils.

Work with teaching staff to ensure requirements for support staff are met.

Examinations officer

Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

Enter students' 'cash-in' codes for the terminal exam series.

Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.

On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team.

If applicable, make the arrangements for a special consideration application to be applied for via the awarding body.

Manage and apply for EAR services to the relevant awarding body.