

COURSEWORK ASSESSMENT POLICY

Date of Policy	September 2024
Date of Next Review	September 2025
Staff Responsible	Exams Officer/Assistant Headteacher
Reference	Staff shared area/staff development/school policies/AC/JNM
School/Governor Policy	School

RATIONALE

Coursework is a form of internal assessment relevant to **OCR Cambridge Nationals and ELC qualifications**. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

AIMS

- To ensure all coursework is carried out in line with JCQ / Exam Board regulations
- To provide clear guidance to teachers at all levels regarding the conduct of coursework

RESPONSIBILITIES

Head of Centre/Assistant Headteacher (responsible for exams):

- To be familiar with Joint Council for Qualifications (JCQ) Instructions for conducting coursework.
- To ensure that all coursework is conducted according to qualification specifications.
- To ensure that teaching staff involved in supervising candidates producing coursework are aware of the potential for malpractice.
- To remind teaching staff of the JCQ statement “that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself. “

Examinations Officer:

- To be familiar with JCQ Instructions for conducting coursework and other related JCQ documents.
- To be familiar with general instructions relating to coursework from each relevant awarding body.
- In collaboration with Subject Leaders, to submit coursework marks to the relevant awarding body.
- In collaboration with Subject Leaders, dispatch students’ assessments for moderation. Suitably encrypting any sensitive digital media to ensure the security of the data stored within it.
- In collaboration with Subject Leaders, make appropriate arrangements for the security of coursework materials.

Subject Leader / Teacher in Charge:

- To be familiar with JCQ Instructions for conducting coursework.
- To understand and comply with specific instructions relating to coursework assessment for the relevant awarding body.
- To ensure appropriate and correct coursework assessments are carried in line with the requirements of the relevant awarding body.
- To ensure appropriate standardisation prior to the marking of coursework assessments.
- To ensure suitable internal deadlines are set allowing sufficient time for any candidate requests for reviews of marking prior to submitting marks and candidates' work to awarding bodies.
- To ensure appropriate moderation of coursework assessments.
- In collaboration with the Examinations Officer, to submit coursework assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation. Suitably encrypting any sensitive digital media to ensure the security of the data stored within it.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of coursework assessment materials.
- To ensure candidates coursework produced electronically is backed-up regularly and stored securely on the centre's IT system.

SENCO

- To be familiar with JCQ Instructions for conducting coursework with reference to access arrangements.
- Co-ordinate requests for access arrangements and ensure that pupils with extra time are accommodated appropriately including in terms of supervision.

Subject Teachers

- To undertake coursework assessments in accordance with specific instructions from the relevant awarding body.
- To follow the instructions for structure/ content/ delivery of coursework assessment as outlined by the subject leaders in accordance with the relevant awarding body / JCQ regulations.
- To ensure candidates coursework produced electronically is backed-up regularly and stored securely on the centre's IT system.
- To take part in appropriate standardisation prior to the marking of coursework assessments
- To take part in appropriate moderation of coursework assessments
- To 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.

- To make pupils aware of and implement when necessary the Non-examination assessment/coursework assessment/Internal assessment - Appeals Procedure.
- To ensure candidates complete appropriate authentication paperwork including the use of electronic signatures from candidates on authentication declaration forms
- To store work in accordance with JCQ regulations.
- To ensure pupils understand and adhere to the regulations outlined in the JCQ Information for Candidates – coursework assessment document and Social Media document.
- To ensure that if candidates use material from a source or generated from a source which is not their own work, they must indicate the particular part/element/phrase and state where it came from.
- To ensure that where computer-generated content has been used by candidates (such as an AI Chatbot), the reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. Candidates should retain a copy of the computer-generated content for reference and authentication purposes.

ICT Support

- To support teachers in ensuring candidates coursework that is produced electronically is backed-up regularly and stored securely on the centre's IT system.
- To ensure appropriate information security arrangements (which will include protection against corruption and cyber-attack) is in place for candidate's coursework.

TASK SETTING

In accordance with specific awarding body guidelines, Subject Leaders / Teachers in Charge will be responsible for the selection of coursework assessment tasks from an approved list or for setting appropriate centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

TASK TAKING

Subject Leaders will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task.

Levels of supervision are clearly outlined in each subject specification.

At Severn Vale **formal supervision** means:

Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher

- Use of resources and interaction with others will be limited to what has been specified by the awarding body
- Tasks will normally be undertaken during normal timetabled lessons either in the usual teaching base or in the main hall if arranged with the exams officer.
- Work will be collected and stored appropriately in between formally supervised sessions.
- Use of mobile phones and internet / email access will be prohibited.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Subject specific display material with direct relevance to an assessment task will be covered.
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the assessment session(s).
- A separate record of any incidents which occur during assessments will also be kept.

At Severn Vale **informal supervision** means:

- Interaction with others, including group work is permitted.
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work.
- Sources used by candidate are clearly recorded.

At Severn Vale **limited supervision** means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom – this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

TASK AUTHENTICATION AND MARKING

- Each year, before the first coursework assessment is conducted in school, all students in Year 10 will be issued with a copy of the **JCQ Information for Candidates: coursework assessments and Social Media documents**. Candidates will be reminded of the key points from this document before completing each assessment task.
- Candidates will also be reminded that they must neither post their work on social media nor share it using any other form of communication. To do so will be considered malpractice and the awarding boards will be informed accordingly.

- Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given / sources used have been acknowledged.
- Class teachers responsible for supervising and marking coursework assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.
- This school will use the JCQ declaration of authentication for coursework assessments or a similar document provided by the relevant awarding body.
- If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this will be referred to the relevant Subject Leader / Teacher in Charge and Examinations Officer who will follow the guidance set out in the JCQ Instructions for Conducting Coursework.
- Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.
- Internal standardisation will be completed before to ensure appropriate benchmarks / levels prior to marking.
- Appropriate internal moderation will be completed prior to external moderation to ensure all work has been marked to the same standard.
- If a teacher teaches his / her own child, this will be declared as a conflict of interest and assessment work will be sent to the moderator whether it has been requested as part of the sample or not.
- If a coursework assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.
- If a pupil wishes to appeal, refer them to and implement the Non examination assessment/ Coursework assessment/Internal assessment - Appeals Procedure.
- The head of centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

FACTORS AFFECTING INDIVIDUAL CANDIDATES

- If a candidate misses part of a coursework assessment task through absence, an alternative supervised session will be organised wherever possible.
- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.
- Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the SENCO.
- The school will consider requests to repeat coursework assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by SLT in consultation with Subject Leaders / Teachers in Charge.
- If a coursework assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

MONITORING AND EVALUATING THE COURSEWORK ASSESSMENT POLICY

To ensure the procedures laid out in this policy are being adhered to, random sampling of coursework assessments will be carried by the Exams Officer / Assistant Headteacher (responsible for exams). The outcomes of these findings will be reported to Governors.

Appendix 1 - Risk Management of Coursework Assessments

Example risks and issues	Possible remedial action		Staff <i>(use 'RACI' to determine who should be listed)</i>
	<i>Forward planning</i>	<i>Action</i>	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	AC/JNM/SLs
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates sometime between assessments	AC/JNM/SLs
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct coursework assessment	Use more than one classroom or multiple sittings where necessary Use Main Hall where possible	JNM /SLs/AO
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	As above	
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	SLs/ICT support
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body	ICT support/SLs/All Teachers

Example risks and issues	Possible remedial action		Staff <i>(use 'RACI' to determine who should be listed)</i>
	<i>Forward planning</i>	<i>Action</i>	
		secure extranet sites ahead of time	
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	ICT support/JNM
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Ensure timetable of delivery includes a contingency element which minimises the risk.	Plan alternative session(s) for candidates	SLs/JNM
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of coursework assessment are limited	AC/JNM/SLs
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff / assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	AC/JNM/SLs/All Teachers

Example risks and issues	Possible remedial action		Staff <i>(use 'RACI' to determine who should be listed)</i>
	<i>Forward planning</i>	<i>Action</i>	
Supervision			
Student study diary /plan not provided or completed*	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	SLs/All Teachers
Teaching staff/assessors do not understand supervision of coursework assessment is their responsibility	Ensure teaching staff/assessors understand nature of coursework assessments and their role in supervision	Sample delivery of coursework assessment sessions to ensure supervision in line with regulations.	SLs/All Teachers
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any coursework assessment where a teacher/assessor is not supervising, in line with the awarding body specification.	Sample delivery of coursework assessment sessions to ensure supervision in line with regulations.	SLs/All Teachers
* Not all coursework assessment will require the completion of a study diary or study plans			
Task setting			
Teaching staff / assessors fail to correctly set tasks	Ensure teaching staff / assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	SLs/All Teachers
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	SLs/All Teachers

Example risks and issues	Possible remedial action		Staff <i>(use 'RACI' to determine who should be listed)</i>
	<i>Forward planning</i>	<i>Action</i>	
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	AC/JNM/SLs/All Teachers
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	AC/JNM/SLs/All Teachers
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	JNM/SLs
** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.			
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines / penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	SLs/All Teachers
Deadlines for marking and / or paperwork not met by teaching staff / assessors	Ensure teaching staff / assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	JNM/SLs

Example risks and issues	Possible remedial action		Staff <i>(use 'RACI' to determine who should be listed)</i>
	<i>Forward planning</i>	<i>Action</i>	
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	JNM/Teachers
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff / assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	JNM/SLs
Marking			
Teaching staff / assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	SLs/All Teachers
Centre does not run standardisation / moderation activities as required by the awarding body	Ensure all subjects are aware of the requirements for standardisation / moderation for their awarding body and have appropriate plans for how this activity will be conducted.	Check with the awarding body whether a later standardisation / moderation event can be arranged.	SLs/All Teachers