



Sidcot
Live Adventurously

Policy Name: Internal assessment Policy

Policy Number: 6.20

Date: 1 September 2024

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1. Introduction

This document sets out the responsibilities of staff in relation to all internally assessed work that contributes to external qualifications.

2. Scope

This document applies to all work that contributes to external qualifications, including (but not limited to) non-examination assessments, coursework and project qualifications. These are referred to as 'assessments' in this document.

This policy is available on the staff intranet. It is also available in hard copy form and in accessible formats upon request.

3. Aims

This policy sets out to ensure that the planning and management of all assessments is conducted efficiently and in the best interest of candidates, whilst meeting the requirements of the various awarding bodies.

4. The allocation of responsibilities

4.1. The Senior Leadership Team

- Is accountable for the safe and secure conduct of assessments. It must ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, coordinates the scheduling of assessments with heads of department and heads of subjects. It is advisable that assessments are spread throughout the course.
- Maps the overall resource management requirements for the academic year. As part of this, it will identify and resolve:
 - clashes/problems over the timing or operation of assessments;
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- Ensures that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for internal assessments.

4.2. Heads of Department

- Decide on the awarding body and specification for a particular course.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to the requirements of the JCQ document relevant to the assessment.
- Ensure that individual teachers fully understand the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Where appropriate, will 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.
- Supply to the exams office details of all unit codes for assessments.
- Ensure candidates are informed of their Centre assessed marks, and the deadline for requesting a review of these marks (this can be delegated to teaching staff). To carry out a review of marking in accordance with Section 5
- Heads of Departments to submit Centre marks to awarding bodies secure websites, using their username & password access & by the published deadline & keeping a record of the marks awarded. Contact the Exams Officer if any problems such as access or user rights problems happen during this Centre mark process.

4.3. Teaching staff

- Understand and comply with the general guidelines detailed within the relevant JCQ publication: Instructions for conducting non-examination assessments.
- Understand and comply with the awarding body's specification for conducting the assessment, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- 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). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the head of department in a timely manner to allow marks to be forwarded to the exams office on time, keeping a record of the marks awarded.

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- Inform candidates of their Centre assessed marks, and the deadline for requesting a review of these marks where this task has been delegated by the Head of Department
 - Retain candidates' work securely between assessment sessions (if more than one).
 - Post-completion of the exam; 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.
 - Ask the SENCo for any assistance required for the administration and management of access arrangements.

4.4. Exams office staff

- Ensure that all relevant JCQ publications relating to these assessments are distributed to heads of departments. This includes Instructions for conducting non-examination assessments.
- Liaise with the SENCo to ensure that staff are aware which candidates have successful applications for access arrangements.
- 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.
- Exams Office to keep NEA spreadsheet record of the marks awarded, dispatch & return of candidates work etc.
- **In exceptional circumstances** where assessments cannot be conducted in the classroom, arrange suitable accommodation where assessments can be carried out at the direction of the senior leadership team.

4.5. Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Liaise with exams office staff to ensure that staff are aware which candidates have successful applications for access arrangements.
- Work with teaching staff to ensure requirements for support staff are met.

5. Reviews of Marking for Centre Assessed Marks (GCE and GCSE non-examination assessments and Project Qualifications)

- Assessments are conducted and marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Sidcot School is committed to ensuring that candidates' work is produced and 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.

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- The School will publish clear deadlines for the submission of non-examination assessments and project qualifications. All candidates will be 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. Should they wish to request a review, candidates will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
 - Candidates may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment. These materials would typically be a copy of the marked assessment materials and the mark scheme or assessment criteria, but may vary from subject to subject. The originals of the assessed material will be kept under secure conditions. The School will, having received a request for copies of materials, promptly make them available to the candidate. Where copies are not practical (e.g. Art, Design and Technology work) the originals will be shared under supervised conditions.
 - Candidates will be provided with sufficient time in order to allow them to review copies of materials and reach a decision.
 - The School will 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 to the Examinations Officer and must explain on what grounds the request for a review is made. The review will be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the Centre.
 - There is a charge of £50.00 for a review of Centre's marking. The request for review and the payment must be made before the relevant deadline. If the notional grade for that unit changes as a result of the review of marking, this fee will be refunded.
 - The School will 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.
 - The School will ensure that the review of marking is conducted out 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
 - The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
 - The candidate 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. A written record of the review will be kept and made available to the Awarding Body upon request.

- The moderation process carried out by the Awarding Bodies 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 Centre marking is in line with national standards. The mark submitted to the Awarding Body is subject to change and should therefore be considered provisional.
- The moderation process is outside the control of Sidcot School and is not covered by this procedure. If a candidate has concerns about it, they should ask the examinations officer for a copy of the appeals procedure of the relevant examination board.

6. References

Awarding Body Regulations

- 'Instructions for conducting non-examination assessments
- 'General Regulations for Approved Centres
- Cambridge Handbook (UK), Cambridge Assessment International Education

Relevant Policies

6.12 Exam policy

7. Document Change History

This policy will be reviewed every two year, or sooner if changes to legislation, guidance practice or incident so require. The examinations officer will undertake this review in conjunction with their manager.

Date of change	Detail significant changes and any new legislation / guidance taken into account
21.04.2016	Review of policy – minor typos corrected, updated references to Equality Act 2010.
28.02.2017	Policy and name of policy updated to include non-examination assessments. Policy 6.20b now included in this policy as an appendix. Format updated
14.02.2018	Updated to include the requirement for reviews of marking of Centre assessed marks
30.10.2018	Review of policy – references to controlled assessments removed as the school no longer offers qualifications with these elements
30.10.19	Review of policy, references updated

22.12.21	Review of policy, section 5: Reviews of Marking for Centre Assessed Marks (GCE and GCSE non-examination assessments and Project Qualifications), and Appendix 2 –Submission deadlines for the academic year 2021/22 moved from policy 6.6 to this policy. Appendix 1 - Current Post-holders added. References updated
2.11.22	Review of policy, references updated. Section 5, bullet about the choice of assessor updated to having no previous involvement in the assessment of that candidate <i>for the component in question</i> and having no personal interest <i>in the outcome of the review</i> . Appendix 2 now for the academic year 2022/23
24.06.2024	Changes highlighted in yellow & deletions crossed through as strike through

Appendix 1 - Current post holders

Current holders of posts referred to in this policy:

Head of Centre -	Christian Hughes, Deputy Head (Academic)
Examinations Officer's line manager -	Allison Clark, Head of IT Services
Exams Officer -	James Barber
SENCo -	Kate Young & Sarah Bates

Appendix 2 - Submission deadlines for the academic year 2024/25

Subject	Qualification	Exam Board	Component code of NEA	Candidate submission deadline	Marks returned to candidates	Review request deadline	Review outcome deadline
Art and Design: Fine art	GCSE	AQA	8202C, 8202X	21 April 2025	11 May 2025	19 May 2025	24 May 2025
Art and Design: Three-dimensional design	GCSE	AQA	8205C, 8205X	21 April 2025	11 May 2025	19 May 2025	24 May 2025
Art and Design: Photography	GCSE	AQA	8206C, 8206X	21 April 2025	11 May 2025	19 May 2025	24 May 2025
Design and Technology	GCSE	AQA	8552/C	20 March 2025	27 March 2025	25 April 2025	29 April 2025
Art & Design: Textile Design	GCSE	OCR	J174/01, J174/02	02 April 2025	24 April 2025	01 May 2025	08 May 2025
Drama	GCSE	Eduqas	Component1, Component2	Component 1 - 25 February 2025 Component 2 - Externally assessed	Component 1 - 04 March 2025 Component 2 - Externally assessed	Component 1 - 28 February 2025 Component 2 - Externally assessed	Component 1 - 21 March 2025 Component 2 - Externally assessed
English Language	GCSE	AQA	8700/C	N/A	06 February 2025	10 February 2025	01 May 2025
Food Preparation and Nutrition	GCSE	AQA	8585/C	10 March 2025	17 March 2025	21 March 2025	28 March 2025
Music	GCSE	AQA	8271/02, 8271/03	17 March 2025	24 March 2025	31 March 2025	29 April 2025

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Subject	Qualification	Exam Board	Component code of NEA	Candidate submission deadline	Marks returned to candidates	Review request deadline	Review outcome deadline
Art and Design: Fine art	A level	AQA	7202/C,7202/X	28 April 2025	09 May 2025	16 May 2025	23 May 2025
Art and Design: Three-dimensional design	A level	AQA	7205/C, 7205/X	28 April 2025	09 May 2025	16 May 2025	23 May 2025
Art and Design: Photography	A level	AQA	7206/C, 7206/X	28 April 2025	09 May 2025	16 May 2025	23 May 2025
Biology	A level	OCR	H420/04 (PAG)	N/A	24 March 2025	31 March 2025	26 April 2025
Chemistry	A level	OCR	H432/04 (PAG)	N/A	24 March 2025	31 March 2025	26 April 2025
Computer Science	A level	AQA	7517/C	24 April 2025	01 May 2025	08 May 2025	13 May 2025
Design and Technology: Product Design	A level	AQA	7552/C	24 April 2025	01 May 2025	08 May 2025	13 May 2025
Drama and Theatre	A level	AQA	7262/2 , 7262/3	24 April 2025	01 May 2025	08 May 2025	13 May 2025
English Literature	A level	AQA	7712/C	24 April 2025	01 May 2025	08 May 2025	13 May 2025
Extended Project Qualification (November entry)	Level 3	AQA	Whole project	26 September 2024	03 October 2024	10 October 2024	17 October 2024
Geography	A level	AQA	7037/C	24 April 2025	01 May 2025	08 May 2025	13 May 2025
History	A level	AQA	7042/C	24 April 2025	01 May 2025	08 May 2025	13 May 2025
Music	A level	AQA	7272/P, 7272/C	27 March 2025	N/A	N/A	N/A

Physics	A level	AQA	7408/C (PAG)	N/A	24 March 2025	31 March 2025	26 April 2025
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Appendix 3 - Risk Management process

Example risks and issues	Possible remedial action		Staff
	Forward Planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	Senior Management Team
Too many assessments close together across subjects	Plan assessments so they are spaced over the duration of the course	Space assessments to allow candidates some time between them	Senior Leadership Team
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct assessments	Use more than one classroom or multiple sittings where necessary	Head of Department
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / Centre facilities		Head of Department
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, ensure IT Support are aware of the requirements and download tasks before scheduled date of assessment.	Class teacher/ Head of department

Teaching staff unable to access task details	Test secure access rights ahead of assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the assessment schedule	Exams Officer
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Class teacher/ Head of department/ Exams Officer
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Class teacher/ Head of department
Control levels for task taking			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Exams Officer/ Head of department
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff 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	Class teacher/ Head of department

Teaching staff do not understand that the supervision of assessments is their responsibility	Ensure teaching staff fully understand the nature of assessments and their role in supervising them		Senior Management Team/ Exams Officer
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any assessment session where a teacher is not supervising, in line with the awarding body's specification		Exams Officer

* Not all assessments will require the completion of a study diary or study plans

Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	Head of department/ Exams Officer
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Head of department/ Exams Officer

** All tasks whether set by the awarding body or the Centre **must** be developed in line with the requirements of the specification.

Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Exams Officer

Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	Head of department/ Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the course	Find alternative storage within the Centre	Head of Department
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them. Set deadlines for candidates sufficiently early to allow time for candidates who have fallen behind to complete the work in time to be marked.	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Class teacher/Head of department/ Exams Officer
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Head of department/ Exams Officer
Authentication			

Candidate fails to sign authentication form	<p>Ensure authentication forms are distributed to departments in a timely manner.</p> <p>Ensure all candidates have authentication forms to sign</p> <p>Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking</p>	Find candidate and ensure authentication form is signed	Exams Officer/class teacher
Teaching staff fail to complete authentication forms or leave before completing the authentication process	<p>Ensure authentication forms are distributed to departments in a timely manner.</p> <p>Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature</p>	<p>Return the authentication form to the teacher for signature</p> <p>Ensure authentication forms are signed as work is marked</p>	Exams Officer/class teacher
Marking			
Teaching staff interpret marking descriptions incorrectly	<p>Ensure appropriate training and practicing of marking</p> <p>Plan for sampling of marking during the practice phase</p>	<p>Arrange for re-marking</p> <p>Consult the awarding body's specification for appropriate procedures</p>	Head of department/ Exams Officer
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	Head of department/ Exams Officer