

Devonport High School for Girls



**Controlled Assessment
and
Non-Examination Assessment
Guidance**

Year 11

2019–2020

YEAR 11 GCSE CONTROLLED ASSESSMENT AND NON-EXAMINATION ASSESSMENT GUIDANCE

Aims:

- **Encourage teams to think through the issues concerning NEA/Controlled Assessment and be proactive in their planning.**
- **Clarify roles, responsibilities and procedures in relation to NEA/Controlled Assessment.**
- **Ensure parity**
- **Provide candidates with the opportunity to achieve their full potential.**
- **Conform to awarding bodies regulations.**

From 2015, Controlled Assessments have been replaced by examinations in many subjects. However, controlled assessment and non-examination assessment (NEA) is still an important aspect of a number of subjects. The exact details and requirements vary from board to board and subject to subject and the School's policy is that all staff will follow the procedures laid down by their respective examination boards.

All departments will be issued with a copy of the "Instructions for conducting controlled assessments" which is produced on behalf of all the examination boards.

All Year 11 students will receive a booklet as a guide for students and parents/carers.

Tables 1 and 2 in this booklet will provide a guide to when NEA/controlled assessments are likely to take place. However, it is the responsibility of Heads of Department to inform students and parents/carers of the requirements of the assessments, the lessons affected and the marks available. Students should then transfer dates to their booklets.

Students will be responsible for bringing all the materials and equipment they need for the NEA/controlled assessment.

The importance of attending all scheduled sessions is highlighted in the students' booklets. However, should a student miss an NEA/controlled assessment due to ill health, a note is required from home to explain the absence. In the case of a prolonged absence, a doctor's note is required. The note should be addressed to the Head of Department and handed in immediately upon the return to school. The Head of Department will then arrange and inform parents/carers of an appropriate time for the NEA/controlled assessment to be carried out. This time should not impede on the teaching and learning in other subject areas.

If an NEA/controlled assessment is missed due to staff absence, students and parents/carers should be informed by letter of the re-arranged date.

Students who are entitled to additional time or special arrangements in examinations have the same entitlement for Controlled Assessments and suitable arrangements should be made for them which will not impede on the teaching and learning in other subjects.

TABLE 1**YEAR 11**

The GCSE examination boards for 2019–2020 are as follows:

AQA	PEARSON EDEXCEL
Art and Design – Fine Art (8201–8206)	Business (1BS0)
Art and Design – Textiles Design (8204)	Mathematics (1MA1)
Biology (8461)	Music (1MU0)
Chemistry (8462)	
Chinese (Spoken Mandarin) (8673)	
Combined Science (Trilogy) (8464)	
Computer Science (8520)	
English Language (8700)	WJEC
English Literature (8702)	Drama (and Theatre) (C690QS)
Food Preparation and Nutrition (8585)	Latin (C990PB)
French (8658)	
Geography (8035)	
German (8668)	
History (8145)	
Physical Education (8582)	
Physics (8463)	
Religious Studies A (8062)	
Spanish (8698)	

TABLE 2: YEAR 11 Controlled Assessment provisional dates 2019–2020

SUBJECT	NEA/CONTROLLED ASSESSMENT	ACTUAL DATE	PROVISIONAL GCSE MODULE EXAMINATION
ART AND DESIGN – FINE ART	10 hour examination	30 April & 1 May	Submit by 31 May
ART AND DESIGN – TEXTILES DESIGN	10 hour examination	30 April & 1 May	Submit by 31 May
BUSINESS			Paper 1: 21 May (pm) Paper 2: 2 June (pm)
CHINESE (SPOKEN MANDARIN)	Speaking	w/c 20 April	Listening: 20 May (am) Reading: 20 May (am) Writing: 5 June (pm)
COMPUTER SCIENCE	A 20 hour (non-continuous) project, supervised in lessons	Undertaken during terms 1 and 2, completed by 20 December	Computational Thinking: 11 May (am) Written assessment: 14 May (pm)
DRAMA (AND THEATRE)	Performances	15/16 October 27/28 February	Exam: 18 May (pm)
ENGLISH LANGUAGE	Spoken Language	July of Year 10	Paper 1: 2 June (am) Paper 2: 5 June (am)
ENGLISH LITERATURE			13 May (am) Shakespeare and Pride and Prejudice 21 May (am) Modern Texts and Poetry
FOOD PREPARATION AND NUTRITION	NEA 1 NEA 2	Submit by 7 May 4/9 – 15/11 18/11 – 31/1	9 June (pm)
FRENCH	Speaking	w/c 20 April	Listening: 12 May (am) Reading: 12 May (am) Writing: 15 May (am)
GEOGRAPHY			Paper 1: 18 May (am) Paper 2: 3 June (pm) Paper 3: 11 June (am)
GERMAN	Speaking	w/c 20 April	Listening: 18 May (pm) Reading: 18 May (pm) Writing: 5 June (pm)
HISTORY			Paper 1: 1 June (am) Paper 2: 4 June (pm)
LATIN			Paper 1: 11 May (am) Paper 2: 14 May (pm) Paper 3: 18 May (pm)
MATHS			Paper 1: Non-calc 19 May (am) Paper 2: Calc 4 June (am) Paper 3: Calc 8 June (am)
MUSIC	Performance (Unit 1) Composition (Unit 2)	25–27 March	Exam: 9 June (pm)
PHYSICAL EDUCATION	Internal Practical Practical DVD Written Task	16 December 6 December 24 January	Paper 1: 13 May (pm) Paper 2: 15 May (pm)

SUBJECT	NEA/CONTROLLED ASSESSMENT	ACTUAL DATE	PROVISIONAL GCSE MODULE EXAMINATION
RELIGIOUS STUDIES			Paper 1: 11 May (pm) Paper 2: 19 May (pm)
SCIENCE: Biology Chemistry Physics Trilogy Science	All required practical work will be completed as an integral part of normal practical work during science lessons		B1: 12 May (pm) B2: 1 June (pm) C1: 14 May (am) C2: 10 June (pm) P1: 20 May (pm) P2: 12 June (am)
SPANISH	Speaking	w/c 20 April	Listening: 20 May (am) Reading: 20 May (am) Writing: 3 June (am)

High Control Assessments

When students are completing controlled assessments under high control, they **must not have access to potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, an MP3/4 player or a wrist watch which has a data storage device.**

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REVIEWS OF MARKING – CENTRE-ASSESSED MARKS

GCSE CONTROLLED ASSESSMENTS, GCE COURSEWORK, GCE AND GCSE NON-EXAMINATION ASSESSMENTS AND PROJECT QUALIFICATIONS

Devonport High School for Girls 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, and who have been trained in this activity. Devonport High School for Girls 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.

1. Devonport High School for Girls will 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.
2. Devonport High School for Girls will 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.
3. Devonport High School for Girls will, having received a request for copies of materials, promptly make them available to the candidate.
4. Devonport High School for Girls will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Devonport High School for Girls will provide a clear deadline for candidates to submit a request for a review of the centre's marking, which will be given to students with their marks. Requests will not be accepted after this deadline. Requests must be made in writing to the Examinations Officer, giving specific reasons for the marks to be reviewed.
6. Devonport High School for Girls 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.
7. Devonport High School for Girls 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.
8. Devonport High School for Girls will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Devonport High School for Girls will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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.

To request a review of Centre-assessed marks for Non-Examination Assessments (NEA)

1. Discuss any concerns with your teacher and your parents/carers.
2. Request a copy of the materials needed to consider whether to request a review. These include a copy of the work submitted and the marking criteria.
3. Once the materials have been provided, you should consider whether the mark has been awarded in line with the requirements of the awarding body, to decide whether you wish to request a review of your mark formally.
4. If you wish to request a review, you must do so in writing to the Examinations Officer explaining specifically why you are making the request, before the deadline provided on this form. Requests will not be accepted after this deadline.
5. Reviews of marking of centre assessed marks prior to submission to awarding bodies cost £65 per review.
6. By making a request for a review of your mark, you accept the outcome of the review may mean your mark is lowered, confirmed as correct or raised, and this will be the final mark that will be submitted to the Examination Board.
7. Devonport High School for Girls will arrange for your mark to be reviewed by an assessor who has appropriate competence, has no previous involvement in the assessment of your work and has no personal interest in the review.
8. You will be informed, in writing, of the outcome of the review of your mark.

You may also wish to refer to the latest guidance document (Appeals against Internal Assessments of Work), for the most up-to-date information, which is available within the Examination Information section of the school website (www.dhsg.co.uk).

CONTINGENCY DAY

The Joint Council for Qualifications (JCQ) has a Contingency Day for GCSE and/or GCE (A-level) examinations, which may be used if an examination is postponed if sustained national or local disruption occurs during the examination series. The Contingency Day for the summer's examination series is Wednesday 24th June 2020.

In the highly unlikely event that there is national disruption to a day of examinations in the summer of 2020, the awarding bodies will liaise with the qualification regulators and the Department for Education to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the Contingency Day on 24th June 2020.

Devonport High School for Girls will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.