

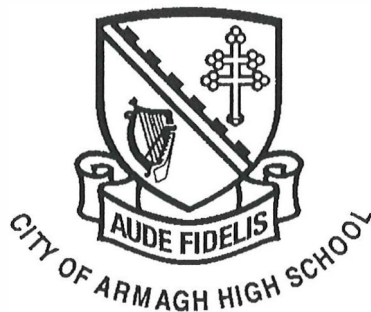


**School Policy  
and  
Guidance for Years 11 & 12  
Pupils and Parents  
taking  
External Examinations  
in 2024**

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Revised: September 2023



Dear Parent

The information in this booklet is important and I encourage you to read and study the various sections.

The booklet provides you with information relating to the following:

- controlled assessment
- examination board regulations
- rules and regulations which apply to written examinations
- information about appeals
- internal school arrangements

If you have any queries about any of the above, please do not hesitate to contact myself or the school's examinations officer.

*K Mulholland*  
Principal

*C Reid*  
Examinations Officer

## **WHAT IS CONTROLLED ASSESSMENT?**

Controlled Assessment has replaced coursework in new GCSE specifications. It is a form of internal assessment where the control levels are set for each stage of the assessment process.

### **THE LEVELS OF CONTROL ARE:**

#### **FORMAL / HIGH;**

The candidate must be under direct supervision at all times. The use of resources and interaction with other candidates will be directed by the examination board.

#### **INFORMAL / MEDIUM:**

Questions / tasks are outlined, the use of resources is not tightly prescribed and group work is normally permitted. Candidates do not need to be under direct supervision.

#### **LOW / LIMITED:**

Requirements are clearly specified. Work may be completed without direct supervision. Research or data collection may take place outside the classroom.

# **INTERNAL SCHOOL ARRANGEMENTS** **FOR CONTROLLED ASSESSMENT**

## **STAFF RESPONSIBILITIES**

- Heads of Department / Subject Leaders are responsible for ensuring the following:
  - Examination Board regulations for delivering controlled assessment are adhered to and communicated to departmental colleagues.
  - Any change to guidance / regulations is implemented.
  - Staff development opportunities with regard to controlled assessment are sought and taken.
  - Updated information about controlled assessment in the relevant subject is forwarded to the school's examination officer for inclusion in the school's Guidance Booklet for pupils and parents.
  - Arrangements for completing controlled assessment are planned appropriately with opportunities for pupils who may be ill / absent to complete controlled assessment.

## **PLANNING AND MANAGING CONTROLLED ASSESSMENT**

- Heads of Department / Subject Leaders are responsible for planning and managing controlled assessment within their subject.
- Tasks involving computers should be planned to allow the ICT coordinator / C2k technician to organise ICT resources / facilities.
- The examination officer should be informed of any controlled assessment issues.
- Pupils with SEN must be afforded the support entitled to them.
- Heads of Department / Subject Leaders should be aware not to over burden individual teaching groups with controlled assessment tasks and take account of the planning / organisation of other subjects.

## **RISK ASSESSMENT**

- Heads of Department / Subject Leaders are responsible for ensuring that all controlled assessment tasks / activities are carried out in an appropriately supervised and safe environment.
- Heads of Department / Subject Leaders must ensure that examination board regulations regarding the safe keeping of pupil work and materials, pupil access to assistance etc and general security issues are upheld.



### **Art and Design**

Core Portfolio and Creative & Cultural Industrial module (Controlled Assessment) = 60 %  
(Divided into 2 parts: 25 % and 35 %)

Planning and preparation is completed under limited supervision; completion activity is completed under informal supervision. Work needs to be either started or finished in class.

Tasks set in Year 11, final outcome produced first Term of Year 12 under 10 hour exam conditions.

### **Business Studies (BTEC)**

Controlled Assessment = 75 %

Year 11 & 12: Unit 4 – Promoting a Brand (25 %)

Unit 1 – Introduction to Business (25 %)

Unit 3 – Enterprise in the Business World (25 %)

### **English Language**

Controlled Assessment = 40 %

Talking and Listening (20 %) research completed under limited supervision, all other elements are under formal supervision. Tasks are completed throughout Years 11 and 12.

Studying Spoken Language, Studying Written Language (20 %). Research completed under limited supervision, all other elements are under formal supervision. Tasks are completed throughout Years 11 & 12.

### **ESOL (English for Speakers of other Languages (ESOL) Pearson Entry Level 1-3**

Continuous Assessment: The assessment is internally assessed and verified and then externally verified.

Reading (6 credits) Writing (9 credits) Speaking & Listening (12 credits)

Each unit is assessed through an assessment taken under supervised conditions.

### **Home Economics (Child Development)**

Controlled Assessment = 40 %

Unit 3 Investigation Task (40 %) is completed in Term 2 of Year 12 under informal and formal supervision.

### **Food and Nutrition**

Controlled Assessment = 50 %

Component 2: Practical Food and Nutrition (50 %) is completed at end of Term 1 and Term 2 in Year 12 under informal and formal supervision.

### **ICT (BTEC)**

Controlled Assessment = 75 %

Years 11 and 12: Unit 13 – Website Development (50 %)  
Unit 3 – A Digital Portfolio (25 %)

### **ICT (OCN)**

Portfolio evidence = 100 %

Year 11      Social Media – 2 credits  
                Email Software – 3 credits  
                Word Processing – 4 credits

Year 12      Presentation Software – 2 credits  
                Using the Internet – 4 credits

### **Mathematical Skills Ascentis Entry Level 1-3**

Continuous Assessment: The assessment is internally assessed and verified and then externally verified.

Entry Level 1 – 7 units

Entry Level 2 - 12 units

Entry Level 3 - 13 units

Each unit is assessed through an assessment taken under supervised conditions.

### **Motor Vehicle and Road User Studies**

Controlled Assessment = 50 %

Moped (25 %)

Investigative Study (25 %)

2 Controlled Assessment tasks completed during Year 12. The investigative study is completed under formal and informal supervision.

## **PE**

Year 11 & 12      Controlled Assessment = 50 %

Component 3: Individual performances in Physical Activity and Sports. Continuous assessment carried out over 2 years.

## **Applied Science (OCN)**

Portfolio evidence = 100%

Life Processes & Living Things – 6 credits

Physical Processes – 6 credits

## **RE (OCN)**

Portfolio evidence = 100%

A portfolio of evidence is created by the student over nine modules. This is a collection of documents containing work that shows the learner's progression through the course. This work can be completed at home or in school.

## **Technology and Design**

Controlled Assessment = 50 %

Unit 3: Design Project undertaken in Term 1 and Term 2 of Year 12 under informal supervision.

## ALLOCATING TIME

External examinations begin in May, so time is short.

Revision should be on-going.

While a part-time job may increase pocket money and independence, it has the following disadvantages:

1. It is time consuming.
2. It is tiring.
3. It conflicts with homework.
4. It creates problems associated with too much spending money and the influence of older friends.

Child minding and long hours spent in baby sitting are also distractions which should be avoided.

## TRIAL EXAMINATIONS

Trial examinations are in January.

The results of these will indicate where additional effort is needed. Staff will then concentrate on those areas that presented most difficulty and will guide the revision process until the examinations in May/June.

The school will arrange to meet with all Year 12 students and parents following the Mock Examinations.

## SPECIAL ARRANGEMENTS

If physical or medical problems occur, Special Arrangements may be available on submission of relevant documentation.

If, during examinations, a pupil becomes ill or unforeseen circumstances arise special consideration may be given. Again, the necessary documentation must accompany the request. Please inform the school examinations officer about any medical problems.

Re-marks are possible but must be supported by the Principal and subject teacher.

***Requests must be made by the second Monday in September 2024.***

## ATTENDANCE

Good attendance is vital to progress. Pressure on time in the classroom is paramount. Consequently, some investigative studies and practical experiments are covered once and cannot be repeated.

**Legislation states that pupils must complete 12 years in full time education.**

Year 12 pupils remain on the school register until the end of June.





Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

**Don't** think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.





# DO NOT PLAGIARISE

## YOU ARE PLAGIARISING IF...



**YOU COPY MATERIAL FROM ANOTHER SOURCE (E.G. BOOK, WEBSITE, ETC) AND PASS IT OFF AS YOUR OWN**

**There are strict penalties for plagiarising.  
These may include the following:**



Zero marks awarded to the plagiarised work



disqualification from the unit for that examination series



disqualification from the whole subject for that examination series



disqualification from all subjects and banned from entering examinations for a period of time

## AVOID PLAGIARISM



Fully reference all information used that is not your own



For advice on how to avoid plagiarism visit [www.ccea.org.uk/controlled\\_assessment](http://www.ccea.org.uk/controlled_assessment)

**CCEA HAVE SYSTEMS IN PLACE TO DETECT PLAGIARISED WORK**

# Remember – Plagiarism is CHEATING





Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Non-examination assessments

Effective from 1 September 2023

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## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your 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. You should retain a copy of the computer-generated content for reference and authentication purposes.

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**Don't** think you won't be caught; there are many ways to detect plagiarism.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.



Joint Council for  
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## Information for candidates

On-screen tests

With effect from 1 September 2023

Produced on behalf of:



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## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.



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# Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.



## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



|     |               |      |     |         |      |
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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jcq.org.uk/exams-office/information-for-candidates-documents](http://jcq.org.uk/exams-office/information-for-candidates-documents)



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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|



**NO IPODS, MOBILE PHONES,  
MP3/4 PLAYERS**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in**

**DISQUALIFICATION**

**from your examination and your overall  
qualification.**

**This poster must be displayed in a prominent place outside each examination room.**

## **Appeals against internally assessed marks**

### **(GCSE controlled assessments and GCE coursework units)**

**City of Armagh High School** is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework 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. **City of Armagh High School** 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**NB: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals must be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of the centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to the internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After Candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. The process is outside the control of **City of Armagh High School** and is not covered by this procedure.

## Internal Appeals about Assessment Decisions

Often a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the exams officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

1. The exams officer is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
  - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal
  - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
  - The appeals panel will consist of the exams officer and two of the following - the Vice Principal, the Principal, a school governor
  - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
  - The candidate will be given at least two days notice of the hearing date
  - A breakdown of the marks awarded will be given to the candidate in advance of the appeal
  - The candidate may bring a parent/guardian to the hearing
  - The teacher(s) involved will be present at the hearing
  - The exams officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate
  - The school will maintain a written record of all appeals
  - The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal



## Appeals against Internal Assessment of Work For External Qualifications

City of Armagh High School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the exams office and is posted on the exams notice board.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of City Of Armagh High School is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

## Access Arrangements Appeals

Access arrangements are only granted after a range of assessments of a pupil's needs have been carried out in line with JCQ guidelines.

There are criteria set which must be evidenced to apply for access arrangements.

The awarding of Examinations Access Arrangements is dependent upon a robust process. This requires gathering information and evidence, evaluating student data and consulting with staff, parents, and students to identify barriers to learning and their impact to put in place reasonable adjustments and establish normal way of working.

Staff with responsibility in this area have received specialist training and always adhere to JCQ guidance.

The Examinations Officer will ensure that details of the pupils and their individual approved access arrangements are included in the information provided for each module.

Invigilators/Readers/Scribes/Prompters receive training on access arrangements and how to ensure these are applied correctly.

Concerns about the correct application of an access arrangement should be reported to the Examinations Officer/SENCo/Head of Centre as soon as possible. Concerns can be raised by pupils, parents, invigilators, or teachers.

1. A detailed written statement outlining the concern should be provided by the person reporting the concern.
2. The Head of Centre will then investigate. Where appropriate, invigilators will be required to provide statements.
3. If, it is found that a pupil's approved access arrangement has not been implemented because an invigilator did not facilitate the agreed access arrangement (e.g., did not allow the pupil to have extra time in an examination), then the Head of Centre will complete a maladministration report for the examination board.
4. The Examinations Officer will also be directed by the Head of Centre to complete and submit a special consideration application for that pupil.
5. The Head of Centre will inform the pupil's parent of what steps have been taken.
6. The Head of Centre will ensure invigilators are informed about what steps have been taken and will be updated on any feedback from the examination board.