



CAMPBELL
COLLEGE

Est 1894

CONTROLLED ASSESSMENT, MALPRACTICE AND ANTI-PLAGIARISM POLICY

Written: September 2020

Revised: August 2022

Campbell College is committed to enabling every student to achieve at their highest potential. Students are encouraged to work hard, and put their best effort into every piece of work completed. Any work submitted should therefore represent the student's own effort.

Many GCSE and some GCE/BTec subjects have a form of internal assessment which contributes to the final grade awarded. This is usually a component set by an examination board, conducted during the school year (or in school time) and moderated externally. Controlled Assessment may take several forms including written assignments, coursework, project work, practical work, performances, research projects, planned events or field work.

Usually control levels (High, Medium, Low) are specified for each stage of the assessment including task setting, task taking and task marking.

SECTION A **CONTROLLED ASSESSMENT POLICY & PROCEDURES**

SECTION B **ANTI-PLAGIARISM**

APPENDIX 1 Guidance from Examination Board(s) regarding Controlled Assessment.

APPENDIX 2 Form for Internal Assessment (Controlled Assessment) Appeal

APPENDIX 3 JCQ Guidance on Examination Conduct

APPENDIX 4 JCQ Guidance on Mobile Devices in Examinations

1. RELEVANT DOCUMENTS ON EXTERNAL SITES

CCEA Microsite for guidance on Controlled Assessment

https://www.rewardinglearning.org.uk/microsites_other/controlled_assessment/overview/index.asp

JCQ Guidance on Controlled Assessment

<https://www.jcq.org.uk/exams-office/coursework/>

JCQ Guidance on Plagiarism and Malpractice

<https://www.jcq.org.uk/exams-office/malpractice/>

Information for students

<http://www.jcq.uk/Download/exams-office/information-for-candidates-documents/information-for-candidates-controlled-assessments>

2. ROLES & RESPONSIBILITIES

HEADMASTER

- As Head of Centre, ensure that arrangements are in place for controlled assessment in accordance with instructions issued by the Joint Council for Qualifications (JCQ)

VICE-PRINCIPAL (Curriculum)

- Coordinate with Heads of Department to compile a schedule for controlled assessment
- Distribute JCQ requirements to Heads of Department ensuring they are fully understood
- Ensure that the schedule of Controlled Assessment is fair and realistic
- To work along with the Heads of Department, Heads of Year and Examinations Officer should any concern regarding plagiarism or malpractice occur
- Liaise with the Headmaster/Vice-Principal (Pastoral) in the event of serious malpractice/plagiarism

HEADS OF DEPARTMENT

- Ensure the safe and secure conduct of controlled assessment in line with JCQ guidance and awarding bodies' subject-specific instructions, in particular the level of control required
- Ensure marking is standardized and recorded accurately
- Ensure that all teachers understand their responsibilities with regard to controlled assessment
- Ensure that materials are secured at all times
- Arrange for the students (and ideally parents) to be given sufficient notice of the controlled assessment dates/deadlines for their subject
- To liaise with the Learning Support Department in terms of special arrangements
- To arrange for absent pupils to sit their controlled assessment
- To liaise with the Examinations Team to ensure marks are submitted on time and accurately to the examination board.
- To ensure controlled assessment scores are communicated to students (if permitted)
- Be vigilant for any form of plagiarism/malpractice and report any concerns to the VP

SUBJECT TEACHER

- Comply with the JCQ guidelines and subject-specific guidelines
- To prepare the students for the controlled assessment (within the appropriate level of control)
- To provide an appropriate and supportive environment for students to undertake their assessments
- Supervise assessments in line with guidance and levels of control
- Where feedback is allowed, to provide timely and useful feedback to promote improvement
- Mark assessments accurately and in line with the guidance/mark scheme
- Manage the assessment in line with the departmental policy
- Attend standardizing meetings and provide all necessary scripts for moderation/standardising
- Retain students' work securely
- Inform the students of their controlled assessment mark (if permitted)
- Be vigilant for any form of plagiarism/malpractice and report any concerns to the HoD

EXAMINATIONS OFFICER

- Advise the Vice Principal and Heads of Department of any guidance available
- Enter the data for students accurately and on time
- Liaise with the Heads of Department in terms of deadlines and entries

LEARNING SUPPORT DEPARTMENT

- Communicate with staff (HoDs and Teachers) and access arrangements
- Work with teachers to ensure the requirements for pupil support are met.

PARENTS/GUARDIANS

- To ensure pupils have the highest attendance rate possible so as not to miss preparation time and the assessment itself
- To ensure their son completes homework which often involved preparation work to support controlled assessment
- Advise and remind their son not to share any assessed work, or use someone else's work
- Accept and uphold and action taken by the College in line with the positive behavior policy if an incident of plagiarism is conformed

PUPILS

- To complete homework, preparation and study required for controlled assessment
- To give of their best during the controlled assessment
- To abide by the rules of the assessment, ensure the work is entirely their own and all work is appropriately referenced if it needs to be.

SECTION A

CONTROLLED ASSESSMENT

Details of the controlled assessment requirements differ between subjects and levels. The schedule and format for assessments are contained within the booklets:

- GCSE HANDBOOK
- SIXTH FORM HANDBOOK

1. CONTROLLED ASSESSMENT – ABSENCES

If a candidate is ill and misses any element of the Controlled Assessment, whether it be task-setting or task-taking, the classroom teacher, in consultation with the HOD, will make reasonable arrangements for the candidate to make up the session or sessions missed. Due to time constraints and practical considerations it may not be possible to allocate the complete amount of time missed. In cases of prolonged illness, it may, in some subjects, be possible to accept a reduced quantity of work without penalty as long as all of the assessment objectives have been covered at least once. This will not be possible if the specification requires only one piece of work. Where several pieces of work are required, the reduction will be accepted only if those pieces satisfy the assessment criteria.

Pupils who wish to re-do their submission of a Controlled Assessment before the marks have been sent to the awarding body may do so, at the discretion of the subject department, under the following conditions:

- Where the work presented for assessment has to be carried out under formal supervision, any pupil re-doing this work must undertake a different task, which must be undertaken in a new period of formal supervision. Given the amount of class time required to carry out a Controlled Assessment task from introduction to completion it will normally not be possible for any department to put this into practice.
- Where the work presented for assessment has to be carried out under informal supervision, pupils may make amendments to it in the light of feedback from their teacher, provided this feedback is in line with the requirements of the specification.

Pupils will not be allowed to make amendments after the work has been submitted for final assessment by the teacher.

2. CLASHES WITH OTHER EVENTS

Where a conflict of interest occurs, the need for completion of Controlled Assessment should take precedence over another activity but the class teacher remains the most appropriate person to make each decision regarding individual pupils. Where a student is seeking release from class for any other activity when Controlled Assessment work is being done, such a release will be entirely at the discretion of the Heads of Key Stage and/or Vice-Principal.

3. APPEALING CONTROLLED ASSESSMENT MARKS

NOTIFICATION OF CONTROLLED ASSESSMENT RESULTS

If permitted, teachers will inform students of their controlled assessment results and students are allowed to see the mark sheets for each piece of work

NOTIFICATION OF APPEAL BY STUDENT

Students will then have 2 weeks before the dispatch of the controlled assessment marks from which they can make an appeal about a coursework mark

GROUND OFS OF APPEAL

If a student feels that they have adequate grounds for concern/complaint about a particular mark or result they have been awarded they can complete the form (given in Appendix 2) which is then submitted to the Vice-Principal. The concern will be investigated within the College to ensure the piece of work has been assessed in a fair and consistent manner.

PROCESS OF APPEAL

Internal School Appeals

It is hoped that the concerns of parents and candidates can be dealt with in discussion with the teacher. In the event that they are not the following process applies.

1. Candidates will be issued with a full set of their provisional marks by their teacher.
2. Candidates or parents can ask the teacher to look again at the mark.
3. If this does not resolve the issue, then the candidate or their parent can formally write to the HOD asking to avail of the internal appeals process (the Form in Appendix 1 can be used).
4. The candidate's work can then form part of the internal standardisation process. At this point candidates and parents should be aware that marks can be adjusted down as well as up.
5. Candidates and parents will be informed of the result of this procedure.
6. If there is still no resolution of the issue then the next stage will be a formal complaint to the College. This will most likely involve the candidate and his parent or guardian and a panel established by the school to include the Head of Department and a senior member of staff (Head of Key Stage and/or Vice-Principal). The College will endeavour to hold such hearings before the marks are sent to the Awarding Body.
At this point the candidate will be entitled to a copy of his scripts and the assessment comments of the teacher and any report from the standardisation meeting. This will be supplied to them at a reasonable time before the meeting.
7. A written record of the appeal and the result should be forwarded to the candidate within one week of the hearing.
8. The Awarding Body should be informed of any adjustment to the mark and the reasons for it as soon as possible.

JCQ (the Joint Council for Qualifications) acting on behalf of the examination boards AQA, CCEA, Edexcel, OCR and WJEC have produced a document which describes what candidates must and must not do when completing a controlled assessment. This document is available at the link below:

<http://www.jcq.uk/Download/exams-office/information-for-candidates-documents/information-for-candidates-controlled-assessments>

SECTION B

ANTI-PLAGIARISM

1. DEFINITION

The JCQ guidelines for dealing with instances of suspected malpractice defines plagiarism as

“the failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own”

Plagiarism may take the following forms:

- Copying the work of another pupil that is to be assessed
- Using the work of another person passing it off as one’s own
- Copying material from textbooks and/or the internet and passing it off as one’s own

2. MANAGING PLAGIARISM

A piece of work that does not form part of any external assessment:

- | | |
|---------|--|
| Stage 1 | The piece of work must be repeated addressing the issue within a given deadline
[It may be that the marks for this piece of work are reduced, or not awarded at all]
This work will be repeated in a student’s own time, or may be independently supervised.
A sanction will also be appropriate to make clear that plagiarism is unacceptable. |
| Stage 2 | If the work is not repeated to a satisfactory then a mark of zero will be awarded and this will be included as part of the usual formal assessment. |
| Stage 3 | If plagiarism is repeated then this may be progressed through the disciplinary channel |

A piece of work that forms part of an external assessment (which has not been submitted)

This is a significantly more serious issue as it is specifically against examination regulations. It may be possible to address the issue through the College’s internal processes so long as it is possible to repeat the work in time and without breaking any regulations; however, the College may need to inform the examination board. Any work will be in the student’s own time and staff will be under no obligation to provide further support for that piece of work. If it is not possible to re-do the work (e.g. there is not time or it is against regulations), then this may need to be reported to the examination board(s) who will act accordingly (similar to actions if marks had been submitted).

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|---------|---|
| Stage 1 | IF POSSIBLE – the student is given the opportunity to address the issue within an agreed time frame. The concern will be documented, a final warning given, kept on record by the College and a copy sent to parents. |
| Stage 2 | In some circumstances if there is no attempt to address the wrongdoing, or it is not possible to repeat the work then the candidate’s work cannot be accepted and will be awarded zero marks (or zero for the part that was plagiarized). |
| Stage 3 | Any further suspicions or breaches of protocol will be reported to the examination board
The College may apply formal disciplinary measures. |

A piece of work with marks submitted to an examination board

NOTE – Staff (in consultation with the Vice-Principal) are required to pass information to the examination boards if it is believed that work submitted towards a public examination has been plagiarized. In this case the issue will be dealt with under the appropriate policies of the examining board(s).

This may involve disqualification from part, or all of the award.

The College makes clear that plagiarism or ‘cheating’ in any form is unacceptable. It is a poor decision taken by the student and if no help with work was actively sought beforehand then the consequences of their action lies entirely with the student. It is the College’s belief that no student is ‘unaware; that plagiarism is unacceptable and will not be accepted as an excuse under any circumstances.

3. MALPRACTICE (‘cheating’) DURING ASSESSMENT

This covers malpractice during internal assessment.

Examples may include:

- Copying another student’s work
- Bringing notes into an assessment (that are not permitted)
- Having notes or key points brought into an assessment (e.g. a discrete note, writing on an item of clothing or self, unauthorized use of a mobile device etc.)

This list is not exhaustive, but will include any action that has the potential to draw into question whether or not a student was intent on ‘cheating’.

We believe students should never leave themselves vulnerable to concerns over malpractice or cheating and should distance themselves from any activity they know to be wrong.

A student who knows they have potentially done something wrong (accidentally) should alert the supervising member of staff to the issue as soon as they realise and as a matter of urgency to remove all doubt. If this is not done, doubts can exist which can jeopardise that piece of assessment. It may be that the supervisor can accept that an error of judgement has occurred rather than malpractice and if they are confident that they have been told before any malpractice could have occurred.

An assessment that is not considered to be robust, or where doubts exist will most likely be discounted.

We believe that students who take assessments seriously, will be in no doubt regarding the requirement for all exam procedures to be closely adhered to.

GUIDANCE FROM EXAMINATION BOARD

We expect all students to abide by the rules for **all** assessments:

1. They should prepare/revise for the assessment thoroughly
2. Their work should be their own
3. They abide by the rules specific to each subject and specific to each piece of work.

Any incidence of plagiarism (copying somebody else's work) or malpractice in an external exam is very serious and may result in formal action by the examination board, or the College. The exam boards produce a joint statement for students, which should be read carefully.



Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment may provide you with 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.

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, pg.29.

For all 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own individual assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it. If your work is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need. Do not share your work with your classmates. Should a classmate be found to have copied work that you lent them, you will have enabled them to cheat and you will also receive a penalty.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by CCEA can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Do not think you will not 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 essay 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.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, 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.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

STUDENT APPEAL OF CONTROLLED ASSESSMENT MARK

Please complete and submit to the Vice-Principal (Curriculum)

Student Name: _____

Subject: _____

Level: ☐ GCSE ☐ AS ☐ A2 ☐ BTEC

Assessing teacher(s): _____

Description of Coursework/Controlled Assessment Piece

Reasons for appealing your mark (please give the mark and total)

Signed: _____ [Student] Date: _____

 _____ [Parent] Date: _____

Office Use Only	
Date Appeal received: _____	Received by: _____
Date Appeal Decided: _____	Date of appeal response: _____
Outcome:	

JCQ GUIDANCE ON EXAMINATION CONDUCT



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

JCQ GUIDANCE ON MOBILE DEVICES



AQA

City & Guilds

CCEA

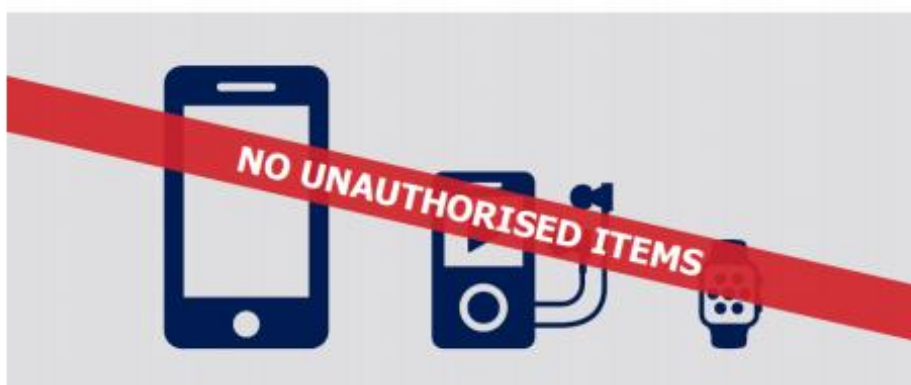
OCR

Pearson

WJEC

NO MOBILE PHONES SMARTWATCHES 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.