



St Louis Grammar School

A Specialist School for Technology and Computing

Controlled Assessment Policy Outline for levels of control

Formal Supervision (High Level of Control)

- With this level of control, candidates' work must be completed under direct supervision. This might be the candidates' teacher or another person nominated by the centre.
- For most specifications, candidates do not have to complete their work in one sitting, unlike an external examination.
- Formal supervision usually happens during the final stages of the work when candidates write up the results of preparatory work or research and present the outcome for assessment. When this takes place over a number of sessions, candidates' work should be collected, stored securely and redistributed as necessary.

Informal Supervision (Medium Level of Control)

- With this level of control, candidates can work on their own with some guidance by the teacher. In some subjects, for example **art and design**, and **music**, it may be necessary for candidates to complete part of the assessment outside the classroom.
- Whatever arrangements are made, the teacher or supervisor must be able to state that what each candidate has presented for assessment is the candidate's own work. This can be assured by close supervision of portfolio work which may have been:
 - started in class and completed in the candidate's own time, or
 - started outside the classroom and completed by the candidate in class.
- In either case, the amount of work carried out during class time should be sufficient for the teacher or supervisor to determine each candidate's capability in relation to what is presented for assessment. An analytical discussion with the candidate about his/her work would be one method of ensuring authenticity.

Limited Supervision (Low Level of Control)

- With this level of control, candidates undertake work without teacher supervision.
- Candidates may undertake research and preparatory work which will inform, but should not be included in, the final piece of work presented for assessment.

Other

Students will be given three main statements during the course of any examination series:

- a) Statement of entry: which states the exams/modules the student is entered for.
- b) Examinations timetable which is a timetable of the student's exams based on the normal start and end time of the exams
- c) Individual candidate timetable which will be the last document the student will receive. It will reflect mainly the normal start/end time of the exams, but will also show any amendments that may have been arranged for the individual candidate due to clash exams (12a) or due to extra time (13c) being allowed.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.



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Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may only leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Candidates Results

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses. Exam results are also available online with some exam boards.

Enquiries Against Results –EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested through St. Louis PRS Form.

If a candidate requests an EAR they will be charged the exam board fee.

Outline Enquiries About Results has two main services

Service 1

Clerical recheck of your marks

Service 2

A remark of a component (single paper) which includes a clerical recheck – a photocopy of the script can also be available on request for an additional fee

There are three possible outcomes of Service 2:

1. Your original mark is lowered, so your final grade may be lower than the original grade you received
2. Your original mark is confirmed as correct and there is no change to your grade
3. Your original mark is raised, so your final grade may be higher than the original grade you received

Access to Scripts - ATS

After the release of results, candidates may ask the Examinations Officer to request the return of papers within ten days' scrutiny of the results.

Outline for Access to scripts (original or photocopy)

1. Photocopy of your original script with a mark scheme before getting a remark
2. Photocopy of the original script after a remark
3. The return of your original script (once this has been requested you cannot get a remark)

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, **the consent of candidates must be obtained.**

GCSE re-marks cannot be applied for once a script has been returned.

Please see Mr McGlue/ Mr Donnelly if you have any concerns.

A full copy of this Policy is available on request from the school.