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Joint Council of Qualifications (JCQ) Centre Number: 71209

GCE/GCSE CONTROLLED ASSESSMENT POLICY 2024

Controlled assessment applies control at each stage of the assessment process:

- task setting
- task taking
- task marking.

At GCE/GCSE Music this informal supervision is confined to ensuring that:

- the contributions of individual candidates are recorded accurately
- plagiarism does not take place
- students know that the misuse of AI such that the work they submit for assessment is not their own will be considered malpractice, in accordance with JCQ regulations, and may attract severe sanctions
- internal assessment is likely to involve both work in the classroom and independent study. It is essential to manage the assessment conditions in a way that ensures the assessment remains reliable and fair. Please note the requirements below.

This policy lists the responsibilities of the relevant staff in terms of organising, administering and overseeing controlled assessment.

Teaching staff are required to:

- understand and comply with the general guidelines contained in the most up-to-date JCQ publication Instructions for conducting controlled assessments.
- Understand and comply with CCEA specification for conducting controlled assessments in music.
- Design a planned programme for the controlled assessment units.
- Ensure that candidates complete all work (except some aspects of research and exploration) under informal supervision.
- Ensure that students and supervising teacher(s) sign the Candidate Record Sheets.
- Mark internally assessed components using the mark schemes provided by CCEA, submit marks through the office to the awarding body when required, keeping a record of the marks awarded.
- Post-completion, 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 (ie Ulster College of Music).

Task setting and task taking

The level of control for task setting and task taking is medium. This means that the Council for Curriculum, Examinations and Assessment (CCEA) sets the tasks. CCEA will provide Centres with details of controlled assessment tasks and guidance on how to complete and submit them.

Teachers are required to supervise candidates' work to:

- monitor their progress
- prevent plagiarism and check that the work which candidates submit is their own (see the current advice at https://www.jcq.org.uk/wp-content/uploads/2024/02/AI-Use-in-Assessments_Feb24_v3.pdf or the most up-to-date version)
- comply with health and safety requirements
- ensure that access arrangements are in place, if required
- provide advice and guidance if there are any problems
- monitor time limits and word limits
- monitor the use of resources, i.e. instruments/electronic media
- ensure that the work aligns with the specification requirements and can be marked using the criteria set out for each unit.

Teachers must be aware of any third party copyright or intellectual property issues in candidates' work. They must sign a declaration to certify that, to the best of their knowledge, all the work which candidates have submitted for assessment is their own.

Teachers must not correct candidates' work in detail and return it to them to write up a fair copy. Responsibility for drafting a piece of work towards completion lies entirely with the candidate. Once a candidate has submitted the controlled assessment and it has been awarded a mark, that mark is final. The candidate may not carry out further work.

Task marking

The level of control for task marking is medium.

Teachers mark the controlled assessment tasks using assessment criteria that the Ulster College of Music provides. They should use professional judgement to select and apply the criteria in each successive mark band appropriately and fairly to candidates' work. They should follow a 'best fit' approach when selecting a candidate's mark, making allowance for balancing strengths and weaknesses in each response.

Responsibilities of the Examinations Officer

The Examinations Officer is required to:

- enter students before the awarding bodies' deadlines for final entries
- collaborate with the Special Educational Needs Coordinators of the schools of any eligible candidates and ensure that applications are made for access arrangements for eligible students
- enter students' 'cash-in codes' for the terminal examination series

- where confidential materials are received directly by the Office, be responsible for the receipt, safe storage and safe transmission whether by e-moderation, in hard copy or CD/DVD format
- receive/download and distribute marksheets for teaching staff to use, and collect and submit completed marksheets to awarding bodies before deadlines.

13 March 2024