



BALLYMENA ACADEMY

EST. 1828

Controlled Assessment – (non-examination assessment)/ Coursework Policy

Policy ratified by Board of Governors: November 2025

Date of next Review: November 2026

Controlled Assessment/Coursework is defined as work assigned to and completed by a pupil during a course of study; it is evaluated as part of the pupil's final grade in the course. It is an element of public examination assessment procedures, defined and detailed in Examination Board specifications, published at the beginning of each exam cycle. Ensuring adherence to regulations published by Examination Boards and Joint Council for Qualifications (JCQ) is vital in maintaining the integrity and reputation of Ballymena Academy in the teaching and assessment of its pupils.

Ballymena Academy reviews its whole school policy on Controlled Assessment/Coursework on an annual basis in light of Examination Board and JCQ regulations. Annually the JCQ/Examination Board Instructions for conducting non-examination assessment /Coursework, CCEA 'Conducting Controlled Assessments in CCEA GCSE Qualifications, the JCQ documents 'AI Use in Assessments: Protecting the Integrity of Qualifications' and 'Plagiarism in Assessments: A Guide for teachers and Assessors' are forwarded electronically to each subject leader within the centre. Parents and pupils are provided with an information booklet which contains the JCQ Information for Candidates. The Examinations Officer speaks to pupils in Years 11-14, annually in the first term regarding the JCQ Information for Candidates. The JCQ Information for Candidates is also made available to pupils and their parents on the school website.

Departmental Responsibilities

Each subject department is responsible for: -

- developing departmental policy and procedures on Controlled Assessment / Coursework in line with whole school policy, JCQ/Examination Board regulations. See CCEA 'Conducting Controlled Assessments in CCEA GCSE Qualifications in 2025/26: Instructions for subject teachers, senior leaders and Heads of Centre,' JCQ 'Instructions for conducting non-examination assessments 2025-2026' and JCQ Instructions for conducting coursework 2025/26.
- the JCQ documents 'AI Use in Assessments: Protecting the Integrity of Qualifications' and 'Plagiarism in Assessments: a Guide for teachers and Assessors'
- implementing policy and procedures for setting, planning, scheduling, administering, securing, marking, standardising, authenticating and moderating Controlled Assessment/Coursework.

Each member of a department must have access to a copy of: -

- departmental information on Controlled Assessment/Coursework;
- the school policy on Controlled Assessment/Coursework;
- Examination Board regulations relating to Controlled Assessment/Coursework;
- JCQ Instructions on Controlled Assessment /Coursework.

Head of Department Responsibilities

The Head of Department is responsible for ensuring that: -

- departmental responsibilities, as above, are met;
- staff are fully briefed about the policies and procedures relating to Controlled Assessment/Coursework;
- all administration is carried out according to Examination Board and JCQ regulations;
- deadlines, including interim deadlines, are clear and realistic, agreed with all teachers in the department. Guidance is published for pupils and their parents and shared with

all relevant parties e.g. Senior Leadership Team (SLT), Heads of Year, Form Tutors etc.;

- tasks are appropriate and correct for the year of submission;
- the procedures for Controlled Assessment/ Coursework are published, understood and adhered to by staff and pupils;
- the procedures are discussed and agreed with members of the department;
- appropriate resource material is developed and used consistently across the department in accordance with Examination Board and JCQ regulations;
- agreed practice, procedures and policies are implemented consistently across the department;
- staff contribute to monitoring and review of procedures;
- teacher input throughout is in accordance with agreed schemes/units of work and teacher feedback to pupils is in accordance with departmental policy and Examination Board and JCQ regulations;
- where additional assistance is given beyond that described in the specification or subject specific guidance, there is provision to record this assistance and ensure that the intervention is taken into account when marking the work;
- details of additional assistance beyond that described in the specification or subject specific guidance must be documented on the record form issued by the awarding body;
- in the event of teacher absence, scheduled controlled assessment tasks take place under appropriate supervision;
- the environment for Controlled Assessment/Coursework tasks is appropriate and in line with Examination Board and JCQ requirements;
- there is appropriate access to resources, including ICT facilities;
- ICT facilities required, are booked well in advance;
- access arrangements are in accordance with those specified in Individual Education Plans;
- assessment materials and pupils' work in progress are stored within the department in a secure environment which is specified, using the proforma provided by the school;
- assessment materials and completed pupils' work are stored centrally within the department in a specified secure environment and retained until after the deadline for enquiries about results;
- accurate records of attendance are maintained and that arrangements are in place to address the needs of pupils who have been absent during any part of the Controlled Assessment or the preparatory period preceding it;
- records are maintained throughout the process detailing, for each pupil, tasks planned, tasks completed, tasks marked, and marks attained;
- authentication procedures are followed;
- special consideration criteria are applied, as and when required;
- procedures for internal standardisation are in place and all arrangements are in accordance with JCQ and Examination Board requirements;
- teachers provide each pupil with a mark indicative of that which has been awarded by the centre;
- they adhere to school policy in relation to any appeal which may ensue in relation to marks awarded by the centre;

- departmental information on Controlled Assessment/Coursework is reviewed annually in September.

The Subject Teacher

Whilst the Head of Department has overall responsibility, each teacher is responsible for the implementation of policy and procedures relevant to the classes allocated to his/her timetable each year.

Each teacher is responsible for implementing the departmental procedures for setting, scheduling, managing, marking/annotating, authenticating, securing, standardising and recording Controlled Assessments/Coursework.

Teachers must also ensure that: -

- pupils are fully aware of Controlled Assessment/Coursework task requirements, key dates and deadlines, assessment criteria and assessment procedures;
- pupils are provided with copies of agreed departmental documentation and resource material regarding tasks, times, dates, assessment criteria etc.;
- candidates are instructed on how to reference source material appropriately (including websites and any use of AI);
- candidates are made aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment;
- candidates are aware of the centre's approach to plagiarism and the consequences of malpractice;
- pupils are encouraged to commit fully to the Controlled Assessment/Coursework tasks and that they understand the importance of the assessments;
- input throughout is in accordance with agreed schemes/units of work and teacher feedback to pupils is in accordance with departmental policy and Examination Board and JCQ regulations;
- accurate records of attendance are maintained and that arrangements are in place to address the needs of pupils who have been absent during any part of the Controlled Assessment/Coursework or the preparatory period preceding it;
- pupils are adequately paced in workload to complete the Controlled Assessment Coursework/tasks within the published time frame, making sufficient progress at each of the deadlines outlined in the departmental assessment calendar;
- all Controlled Assessment/Coursework is marked within the time frame published in the departmental calendar;
- JCQ, Examination Board subject specific and departmental guidance on marking and annotation must be followed;
- records are maintained throughout the process detailing, for each pupil, tasks planned, tasks completed, tasks marked, and marks attained;
- appropriate feedback, on progress and standards to date (including an indication of centre assessed marks i.e. the mark based on internal teacher assessment after standardisation processes have been applied) is provided in accordance with Examination Board /JCQ regulations;
- materials and pupils' work are securely stored as directed by the Head of Department;

- the Head of Department is provided with the Controlled Assessment/Coursework marks, samples and completed assignments, in accordance with departmental protocols within the published time frame;
- standardisation and moderation meetings are attended as required and materials are submitted as requested by the Head of Department;
- adjustments to Controlled Assessment/Coursework marks are carried out, as agreed at departmental standardisation meetings;
- they provide each pupil with a mark indicative of that which has been awarded by the centre in accordance with given deadlines;
- the final Controlled Assessment/Coursework is annotated according to Examination Board guidelines in order to highlight how marks have been achieved.
- the authentication procedures are followed;
- they contribute to monitoring and review of procedures;

Collaboration / Group Work

Where an assignment may be undertaken as part of a group, each candidate must write up his/her own account of the assignment. Even if the data the candidates have is the same, the description of how the data was obtained and the conclusions drawn from it must be in each candidate's own words. Alternatively, where candidates are required to construct a product, they may collaborate in the construction of the product, but their responses must be their own and their individual contribution clearly identified.

It must be possible to determine the contribution made by individual candidates.

Advice and Feedback

Before Controlled Assessment/Coursework work begins, pupils should be advised on aspects such as those listed below, in accordance with Examination Board and JCQ guidelines: -

- sources of information;
- relevance of materials/concepts;
- structure of the response;
- techniques of data collection;
- techniques of data presentation;
- skills of analysis and evaluation;
- how sources are to be acknowledged;
- health and safety considerations;
- potential ethical considerations;
- security of their work.

Teachers must not provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings) unless the specification or subject specific guidance states otherwise. Instructions on feedback, marking and annotation provided by JCQ and the exam board must be followed.

Candidates requiring assistance over and above that allowed by the specification

Before giving additional assistance beyond that described in the specification or subject specific guidance, teachers must ensure that there is provision to record this assistance. Details must be documented on the CCEA Candidate Record Sheet or eCRS. The intervention must be taken into account when marking the work. Annotation should be used to explain how marks were applied in the context of the additional assistance given. Failure to follow this procedure constitutes malpractice.

ICT Access

Access to ICT facilities should be booked at the beginning of each Year in August. The appropriate proforma must be completed and forwarded to the ICT co-ordinator, providing details of time scales, dates, number of periods required, number of classes involved, task details, software printing requirements.

Separate user accounts for exam use must be used for High Control Level work. These must have no access to internet or e-mail and must only be accessible during controlled sessions.

If work is saved on USB pens, these must be collected after each session and locked in a secure environment which is specified by the Head of Department.

Where applicable, guidance on encryption, provided by the awarding body, must be followed.

Resources

In many subjects candidates will use source material, including the internet and AI, when carrying out their coursework. However, candidates must not copy such material and claim it as their own work. If candidates use material from a source or generated from a source which is not their own work, they must indicate the particular part/element/phrase and state where it came from. Candidates must give detailed references even where they paraphrase the original material. Details recorded must comply with JCQ/Examination Board guidance.

The JCQ document *Information for candidates – non-examination assessments*:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents> is made available to candidates and their parents.

Conflict of Interest

The centre makes every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate. Where this cannot be avoided, the conflict of interest must be declared and the candidate's marked work submitted for internal standardisation and external moderation, whether or not it is part of the moderation sample. In BTEC qualifications, where a conflict of interest exists, all of the candidate's work will be internally verified.

Access Arrangements

Access arrangements provided for Controlled Assessments/Coursework are in accordance with those specified in Personal Learning Plans for examinations and in the JCQ document 'Access Arrangements and Reasonable Adjustments, 1 September 2025 to 31 August 2026.

Such arrangements will have been applied for in advance of examinations and Controlled Assessments. The SENCo must ensure that all relevant staff are aware of any access arrangements that need to be applied during a Controlled Assessment session.

Special Consideration

Special consideration requests will be processed in accordance with the JCQ document 'A guide to the special consideration process'.

Controlled Assessment/Coursework Marks

While pupils are given an indicative mark for Controlled Assessment/Coursework tasks, the grade awarded by the centre, following internal standardisation procedures, cannot be issued given that the grade submitted to the Examination Board is subject to further external moderation and standardisation procedures.

Reworking and re-sitting Controlled Assessment units

At the discretion of the school and only in situations where there are evidence-based, mitigating circumstances and it is possible to facilitate it, will pupils be permitted to re-work/re-sit Controlled Assessment/Coursework units.

Authentication

Each candidate must sign a declaration to confirm that the work he/she submits for final assessment is his/her own unaided work. This must take place as soon as the candidate has completed the assessment.

All teachers must sign a declaration of authentication after the work has been completed confirming that the work: -

- is solely that of the candidate concerned;
- was completed under the required conditions.

Teachers must be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his /her capabilities.

If, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero.

Completed Authentication Records must be securely stored centrally within departments until the deadline for requesting a review of results has passed or any appeal, malpractice or other results enquiry has been completed, whichever is later. Records must be available for inspection, if required, by inspectors from the exam board and/or JCQ.

Internal Standardisation

A candidate's work must be dated by teachers to reflect the time at which it is marked.

Internal standardisation arrangements must be in place and be in accordance with JCQ and Examination Board regulations.

It is important that all teachers involved in the assessment of a unit/component mark to common standards. Internal standardisation of marks across assessors and teaching groups must take place.

Following completion of marking and internal standardisation, the Coursework/Controlled Assessment must be retained, under secure conditions, by the centre, and not returned to the candidates, until after the closing date for reviews of moderation for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Malpractice

Pupil malpractice is defined in JCQ Instructions for Conducting Controlled/Coursework Assessments. If irregularities in Controlled Assessments/Coursework are discovered prior to the pupil signing the declaration of authentication, this should be dealt with under the school's internal procedures. The only exceptions to this are where the offence relates to a breach of the conditions of the assessment, e.g. possession of notes, communication with other candidates, or where the awarding body's confidential assessment material has been breached. In such a case, the suspected malpractice must be reported to the awarding body.

If irregularities are identified after the pupil has signed the declaration of authentication, the matter will be dealt with according to JCQ procedures.

Teaching staff must:

- remind candidates to keep their work secure at all times and not share completed or partially completed work on-line, on social media or through any other means
- be vigilant in relation to candidate malpractice and be fully aware of the published regulations;
- escalate and report any alleged, suspected or actual incidents of malpractice to the Senior Leadership Team, the Head of Centre or directly to the awarding body, following the centre's whistleblowing procedures where relevant;
- be aware that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

Review of Marks / Appeals Against Internally Assessed Marks

Ballymena Academy 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. 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 request a review of the centre's mark before marks are submitted to the awarding body (see - Policy Statement in relation to Appeals against Internally Assessed Marks).