

# Controlled Assessment

## Introduction

**Controlled assessment** is similar to what used to be called **coursework** in many ways. It gives you an opportunity to show what you know about a certain topic or area of your subject.

Since 2009, all new GCSEs with an **internal assessment element** have **controlled assessment** as part of the qualification.

The great advantage of controlled assessment is that you can earn a percentage of your GCSE grade ***even before you sit your final exams***. With hard work, care and following your teachers' advice, it is possible to achieve very high marks.

### **What are the rules of doing controlled assessments?**

1. **Research**: low control (outside class)
2. **Analysis**: medium control (informal supervision)
3. **Write-up**: high control (students **write up their task in a supervised classroom**)

These controls mean that:

- All students complete their assessments in the same way.
- Assessments are fair and reliable.
- You get the marks you deserve.

### **Where will I take the controlled assessment?**

For the formal supervision at the end of your research, candidates must be in direct sight of the teacher at all times, **in the classroom**. Use of resources and interaction with other candidates is regulated.

### **How long do controlled assessments take?**

Controlled assessments vary in length. For certain high-level controlled assessment tasks, for example, the time limit could be **four or eight hours**, during a limited number of lessons.

### **How will I prepare for my controlled assessment?**

Your teacher gives you any advice and support that you need, such as how and where to research information. We recommend that you keep a **research diary or folder**, in which you can:

- Make a note of all the books, web sites etc. that you have used in your research.
- Keep your notes, ideas and essay plans together.
- Record any group work - you may be allowed to work in groups on certain activities.
- Give your folder to your teacher to record their feedback and advice to you at certain stages during your assessment.

### **Can I look up information?**

Your teacher will explain what reference materials and resources you may use and how your assessments have to be completed. It is important that you follow these rules:

- Hand in work that is **your own**.
- Do **not** allow other students to **copy** your work.
- **Credit the author** when you have copied work directly from books, the internet or other sources.
- Do **not** hand in work typed or word-processed **by someone else** without saying so.

### **How much of each subject is tested by controlled assessment?**

We have made a chart showing each subject offered in Years 10 and 11 here at Chesterton, and how your final grade is made up of exams and/or written projects.

### **When do controlled assessments happen?**

They have been spread out over the **two years** of your GCSE courses, to make the work more manageable. Even so, there may be occasions when a number of **deadlines** happen **at the same time**.

- **Organise** and manage your time sensibly, so that you meet the deadlines and do not fall behind.
- Teachers will expect work to be handed in **on time** and they will expect **your best work**.
- It is your responsibility to make sure that you have understood the task, that you have the resources and equipment you need, and that you know exactly **how long** you have to complete the task and when the **deadline** is.
- If in doubt, **ask your teacher**.
- Spend time on **appearance and presentation**, as well as on the content.
- Never leave work to the **last minute** so that it is rushed or causes you to miss the deadline.

See **Recommended Reading and Useful Web Sites**.

Please also consult two documents included here:

- JCQ **Information for Candidates** (official exam board rules)
- Chesterton Community College's **Examinations Appeals Procedure**

If you have any questions about controlled assessment, please ask your subject teacher.

Subject	Qualification	Controlled assessment tasks	Percentage of total grade	Year 10 deadline	Year 11 deadline
<b>Art</b>	<b>GCSE</b> Edexcel 2AD01/02	Two projects in Year 10. Students are supplied with detailed guides for each individual project: A) Expression B) Propaganda One project in Year 11.	60%	End of Summer term Year 10	April 2013
<b>Children's Care</b>	<b>BTEC</b> Edexcel Level 2 First Certificate	Three units: Understanding Children's Development; Keeping Children Safe; Communicating with Adults	100%	Ongoing throughout the two years	Ongoing
<b>Computing</b>	<b>GCSE (Pilot)</b> OCR J275	Two units: Practical investigation Programming project	60%	April 2012: Practical investigation	November 2012: Programming project
<b>Construction</b>	<b>BTEC</b> Edexcel Level 2 First Diploma	Twelve units are examined internally.	100%	Ongoing throughout the two years	Ongoing
<b>Design and Technology</b>	<b>GCSE</b> AQA Food Technology 4547	One project which will start May of Year 10 through to February of Year 11. Pupils issued with a project guide.	60%	Research completed by end of Year 10, 2012	Spring half-term 2013
	<b>GCSE</b> AQA Product Design 4557	One project which will start May of Year 10 through to February of Year 11. Pupils issued with a project guide.	60%	Designs completed by end of Year 10, 2012	End of Spring term 2013
	<b>GCSE</b> AQA Textiles 4572	One project which will start May of Year 10 through to February of Year 11. Pupils issued with a project guide.	60%	Designs completed by end of Year 10, 2012	End of Spring term 2013
<b>Drama</b>	<b>GCSE</b> Edexcel 2DR01/02	Two units (30% each). Each unit consists of 6 hours of practical work and a written portfolio of documentary evidence. All carried out under controlled conditions.	60%	Unit 1 End of Summer term	Unit 2 End of Autumn term
<b>English (single)</b>	<b>GCSE</b> OCR J350	<ol style="list-style-type: none"> <li>1. Reading literary texts: Shakespeare/Poetry/Literary text</li> <li>2. Imaginative writing</li> <li>3. Speaking and listening</li> </ol>	60%	October: Imaginative writing December: Speaking and listening March: Shakespeare June: Literary text	February-April: Speaking and listening March: Poetry

Subject	Qualification	Controlled assessment tasks	Percentage of total grade	Year 10 deadline	Year 11 deadline
<b>English Language</b>	<b>GCSE</b> OCR J355	<ol style="list-style-type: none"> <li>1. Shakespeare;</li> <li>2. Imaginative writing;</li> <li>3. Speaking and listening;</li> <li>4. Spoken language study</li> </ol>	60%	November: Shakespeare March: Imaginative writing Ongoing in Years 10 and 11: Imaginative writing	September: Spoken language study Ongoing in Years 10 and 11: Speaking and listening
<b>English Literature</b>	<b>GCSE</b> OCR J360	Shakespeare and Poetry	25%	December: Shakespeare January: Poetry	
<b>Geography</b>	<b>GCSE</b> AQA 4037	<p>Geographical issue investigation task – 10% of total marks (8 hours' teaching time, 2 hours' write-up under high-level control)</p> <p>Local fieldwork investigation task – 15% of total marks (12 hours' teaching time plus a one-day field trip; majority of write-up in 4 hours under high-level control)</p>	25%	Last term of Year 10: Geographical Issue Investigation	First half term Year 11: Local Fieldwork Investigation
<b>History</b>	<b>IGCSE</b> Cambridge International Examinations O470	No coursework/controlled assessment	None (100% exams)	None	None
<b>ICT</b>	<b>OCR National</b> Level 2	<p>Eight units:</p> <p>Unit 1. ICT Skills in Business; Unit 20. Animation for the Web; Unit 3. Digital Imaging; Unit 21. Creating Computer Graphics; Unit 22. Creating Sound Using ICT; Unit 2. Webpage Creation; Unit 23. Creating Video; Unit 4. Design and Produce Multimedia Products</p>	100%	Ask your teacher and see the College web site	Ask your teacher and see the College web site
<b>Languages</b>	<b>GCSE</b> French AQA 4658	Speaking: Two 4-6-minute tasks. Prepared under teacher supervision. Dialogue recorded, teacher-conducted and teacher-marked.	30%	See calendar (all in by Year 11 Easter)	See calendar (all in by Year 11 Easter)
	<b>GCSE</b> German AQA 4669	Writing: Two 250-300-word tasks. Prepared under teacher supervision. Written up under teacher supervision in one hour. Externally marked.	30%		
	<b>GCSE</b> Spanish AQA 4698				

Subject	Qualification	Controlled assessment tasks	Percentage of total grade	Year 10 deadline	Year 11 deadline
Latin	GCSE OCR J281	No coursework/controlled assessment	None (100% exams)	None	None
Maths	GCSE Edexcel 2MB01 (Modular)	No coursework/controlled assessment	None (100% exams)	None	None
Media Studies	GCSE WJEC 186	Three pieces of controlled assessment: 1. Textual analysis (1) – Film posters 2. Textual analysis (2) – Television advertising 3. Production – Film trailer	60%	1. End of Autumn half term 2011 2. Christmas 2011 3. End of Summer term 2012	Not applicable as this will have been completed in Year 10, 2012
Music	GCSE OCR J535	Two compositions, with logs, and two performances. The compositions need to be done under controlled timings, and the performances witnessed by the teacher. Various time slots will be allocated over the two years to allow the best pieces of work to be forwarded for the exam.	60%	Performance 1: January 2012 Composition 1: March 2012 Performance 2: July 2012	Composition 2: October 2012
Photography	GCSE Edexcel 2PY01	Two units: Unit 1 Natural Forms; Unit 2 Urban Environment	60%	June 2012	April 2013
Physical Education (PE)	GCSE OCR J586	Two pieces of controlled assessment, one in Year 10, the other in Year 11: 1. Analysis of lifestyles 2. Analysis of performance	60%	June 2012	June 2013
Public Services	BTEC Edexcel Certificate Level 2	Ongoing assessments through assignments. No exams.	100%	Ongoing throughout the two years	Ongoing
Religious Studies (Full option course)	GCSE OCR J621	No coursework/controlled assessment	None (100% exams)	None	None
Religious Studies B (Core short course)	GCSE Short course AQA 4056 B Religion and Morality	No coursework/controlled assessment	None (100% exams)	None	None

Subject	Qualification	Controlled assessment tasks	Percentage of total grade	Year 10 deadline	Year 11 deadline
<b>Science BTEC</b>	<b>BTEC</b> Edexcel First Certificate/ Extended Certificate/ Diploma Level 2	Ongoing assessments through assignments. No exams.	100%	Ongoing throughout the two years	Ongoing
<b>Science Year 10</b>	<b>GCSE</b> OCR Science A Science for the 21 <sup>st</sup> Century J241	Case study 12.5% Practical data analysis 12.5%	25%	March 2012 September/October 2011	
<b>Science Year 11 (Additional)</b>	<b>GCSE</b> OCR Additional Science J242	Practical investigation	25%		November/December 2012
<b>Separate Sciences (Triple)</b>	<b>GCSE</b> OCR Biology J243	Biology investigation	25%	March 2012	
	<b>GCSE</b> OCR Chemistry J244	Chemistry investigation	25%	September/October 2011	
	<b>GCSE</b> OCR Physics J245	Physics investigation	25%		September/October 2012
<b>Sociology</b>	<b>GCSE</b> AQA 4192	No coursework/controlled assessment	None (100% exams)	None	None
<b>Sport</b>	<b>BTEC</b> Edexcel First Certificate Level 2	Ongoing assessments through assignments. No exams.	100%	Regular assignments every six weeks	Regular assignments every six weeks
<b>Travel and Tourism</b>	<b>OCR National</b> Certificate Level 2	Ongoing assessments through assignments. No exams.	100%	Ongoing throughout the two years	Ongoing

**EXAMINATIONS APPEALS PROCEDURE**  
CHESTERTON COMMUNITY COLLEGE POLICY ON  
APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR  
EXTERNAL QUALIFICATIONS

Chesterton Community College 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 should be conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his or her work, he or she 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.

This procedure is available from the Exams Office and is posted on the school's website.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
2. Appeals should be made in writing to the Examinations Officer or the Deputy Headteacher, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.
3. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series (currently the end of June for the summer series).
4. The teacher making the assessment will be able to respond to the appeal in writing.
5. You will be informed in writing of the outcome of the appeal, including any communications with the board, any changes made to the assessment of your work and any changes made to improve matters in future.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If the candidate is unhappy about the response in writing, he/she can ask for a personal hearing where the panel will consist of two persons not previously involved, normally the Principal and a member of the Governing Body.

**Note:** After work has been assessed internally it is moderated by the awarding body (examinations board) following detailed criteria to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. The final judgement on marks awarded is that of the awarding body. That is outside the control of Chesterton Community College and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

**Enquiries about Results (Re-marks)**

In cases of Enquiries about Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that described above will be carried out.