St. Malachy’s College Policy relating to the conduct of Controlled Assessments

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The purpose of this document is to ensure that College practice regarding GCSE and GCE Controlled Assessments meet the criteria established by the JCQ as detailed in its document:

Instructions for Conducting Controlled Assessments (01 September 2023 – 31 August 2024).

Responsibility for ensuring that GCE and GCSE Controlled Assessment is carried out according to JCQ instructions will be shared as follows:

**The Senior Leadership Team, through the Heads of Middle and Senior School:**

• Will be accountable for the safe and secure conduct of controlled assessment; ensuring that assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.

• Will, at the start of the academic year and assisted by Heads of Year, coordinate with Heads of Department and Subject leaders the scheduling of controlled assessments.

(It is advisable that controlled assessments are spread throughout the academic years of key stage 4 and 5. Timetable to be published).

• Will resolve:

o clashes / problems over the timing or operation of controlled assessments.

o issues arising from the need for specific facilities (rooms, IT networks, time out of school

etc.).

• In collaboration with the Examinations Officer, will ensure that all candidates receive a copy of

the JCQ document: Information for Candidates.

• Will inform parents of the importance of attendance at the time of Controlled Assessment during annual Parent Information Sessions.

**The** **Examinations Officer will:**

• Ensure that each HoD / Subject Leader receives an electronic copy of the current JCQ

Instructions for Conducting Controlled Assessments (GCE & GCSE qualifications) annually.

• Ensure that each HoD / Subject Leader receives an electronic copy of the current CCEA/WJEC

Guidelines on uploading candidate results via the e submission tool within CCEA/WJEC for e -candidate record sheets (Ecrs).

• Create, publish and update an internal appeals policy for controlled assessments.

• Distribute a copy of the JCQ publication: Information for Candidates, in collaboration with

Heads of Middle and Senior School.

• Enter students for individual units, whether assessed by controlled assessment, external

examination or on-screen test, before the deadline for final entries.

• Will be responsible for the receipt of confidential materials, the safe storage and safe transmission, whether in CD or hard copy format.

• Ensure all coursework marks have been submitted electronically to the relevant awarding body.

• Ensure all documentation regarding coursework/controlled assessment is held in a secure location once marks have been uploaded to the relevant examination board.

**The Special Educational Needs Coordinator will liaise with Examinations Officer and the Heads of Middle and Senior School to:**

• Ensure access arrangements have been applied for.

• Work with relevant staff to ensure requirements for support staff are met.

**Appeals**

Appeals against internal assessment decisions relating to Controlled Assessment will be dealt with

according to the school’s Internal Appeals policy, having regard to the JCQ booklet *‘Suspected*

*Malpractice in Examinations and Assessments: Policies and Procedures’*

**Instructions for dealing with suspected Malpractice (See Appendix 1)**

Teachers should familiarise themselves with guidelines issued by examination boards on how to

identify and prevent plagiarism.

If plagiarism is suspected, this must be initially reported to the Head of Department and Head of School who will then inform the Principal.

Consequences \*

* If copying has been detected, all students involved will be dealt with in line with the College’s stepped consequences and may be suspended.
* If detected at an early stage, the student(s) may re-sit the controlled assessment.
* If detected late, the student(s) may be awarded zero marks for that unit.

If cases of malpractice are discovered by the examination board the matter may escalate to disqualification.

**Appendix 1**

**What is Artificial Intelligence (AI)?**

Artificial Intelligence is the ability of a digital computer/technology to stimulate human intelligence processes.

**AI Misuse**

• Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions

• Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice

• Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded and

• Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

*The JCQ awarding organisations ensure that their staff, moderators and examiners are appropriately trained in the identification of malpractice and have established procedures for reporting and investigating suspected malpractice. If AI misuse is suspected by an awarding organisation’s moderator or examiner, or if it has been reported by a student or member of the public, full details of the allegation will usually be relayed to the school. The relevant awarding organisation will liaise with the Head of Centre regarding the next steps of the investigation and how appropriate evidence will be obtained. The awarding organisation will then consider the case and, if necessary, impose a sanction in line with the sanctions given in the JCQ Suspected Malpractice: Policies and Procedures (https://www.jcq. org.uk/exams-office/malpractice/). The sanctions applied to a student committing plagiarism and making a false declaration of authenticity range from a warning regarding future conduct to disqualification and the student being barred from entering for one or more examinations for a set period of time.*

Therefore, it is in the interest of all concerned to be extremely vigilant throughout the entire Controlled Assessment period, especially with the use of Artificial Intelligence (AI) tools.