

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

It is the policy of the School that:

- Government policy on assessment, homework, recording, reporting and personal learning records will be implemented.
- Parents will receive accurate, regular information each year on the academic and pastoral progress of their children.
- All coursework/controlled assessment will be completed according to the published schedule.
- This policy will be reviewed annually by the Board of Governors.

1. Assessment

- 1.1 The primary purpose of assessment will be to facilitate pupils' learning. Strategies to promote Assessment for Learning will be utilised at every possible opportunity. This will include teachers sharing success criteria with pupils, comment only marking, self-assessment and peer assessment.
- 1.2 In addition, pupil progress will be assessed by use of all or some of the following:
- homework: a range of tasks set regularly to a homework timetable provided by the Head of Year (Years 8 to 10) and entered in the pupil's student planner;
 - classwork: oral, aural, written, practical as appropriate;
 - class tests;
 - regular departmental Common Assessment Tasks;
 - project/practical work;
 - school examinations which will provide a common Winter examination and Summer examination (in Years 8 – 11 only) for each subject;
 - provision of appropriate mock tests/examinations; and
 - controlled assessment, coursework, external tests/examinations at KS3, GCSE and A level (NB. scripts and records will be retained according to the requirement of the external Examination Boards).

2. Homework

- 2.1 Homework supports the work of the classroom by enhancing pupils' abilities to work independently; by consolidating learning and by preparing pupils for examination success.
- 2.2 Homework will be used to:
- contribute to quality learning and teaching;
 - offer feedback to teachers and pupils about achievement;
 - form part of the assessment process; and
 - contribute to the coursework/controlled assessment components of some external examinations.
- 2.3 **Teacher responsibilities**
- 2.3.1 Teachers will set homework in line with departmental homework policies and schemes of work agreed with the SLT and also with the homework schedule arranged by each Head of Year.
- 2.3.2 The schedule will be published to staff, pupils and parents by each Head of Year at the start of each school year.
- 2.3.3 **Heads of Year will monitor the implementation of the Homework Policy**, resolving difficulties, including parental anxieties, by working with pupils, parents, subject teachers, Form Tutors, Heads of Department and the SLT as necessary.
- 2.3.4 **Subject Teachers will ensure that pupils enter work into their student planners** at the time set. All homework of all types must be written in the student planner. They will also check that all homework tasks are done thoroughly and accurately. Written homework should be handed in punctually, marked promptly and returned to the pupil quickly.
- 2.3.5 **Form Tutors should ensure each week that all pupils in the Registration group have a student planner.** Any pupil without a student planner should be given 2 days to obtain a replacement after which their parents should be contacted by the Form Tutor if none is forthcoming.
- 2.3.6 **Form Tutors should check and sign student planners on a weekly basis** to ensure they are accurately and neatly completed. Any problems should be reported to the Head of Year.
- 2.3.7 **Subject Teachers** should discipline pupils who fail to produce homework, or whose work is persistently inadequate or late. If the subject teacher requires support, initial referral of pupils should be made to the **Head of Department**. The Head of Year should also be informed of persistent problems in relation to homework.

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- 2.3.8 **Year 13 & Year 14 subject teachers should ensure that, in addition to formal homework, pupils receive guidance on areas of the curriculum suitable for independent study.** This guidance should assume an available study time of approximately 30 minutes for Year 13 pupils and 1 hour for Year 14 pupils per week per subject.
- 2.4 **Types of homework**
- 2.4.1 Learning, reading, written or research. All must be checked either by short tests or by marking by the teacher or, in simple mathematics or vocabulary tests, by the pupil.
- 2.4.2 Coursework may be used as homework but must be sub-divided and specified into 30 or 40 minute tasks and this sub-division noted in the student planner.
- 2.4.3. At least one in every three homework tasks must be formally marked by the subject teacher and preferably retained in a special homework book. The marks must be recorded by the teacher in the teacher's markbook or an electronic markbook.
- 2.4.4. Finishing off work started in class does not count as a homework. Homework must be undertaken by **all** the pupils in the class.
- 2.5 **Recommended hours of homework per week**
- Year 8: 5.0 hours
Year 9: 6.0 hours
Year 10: 6.5 hours
Year 11: 10.5 hours
Year 12: 12 hours
Year 13: 12 hours (+ independent study in school)
Year 14: 15 hours (+ independent study in school).

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SUBJECT	YEAR 8	YEAR 9	YEAR 10	SUBJECT	YEAR 11	YEAR 12	SUBJECT	YEAR 13	YEAR 14	YEAR 13	YEAR 14
Art	1	1	1	English (Lang. + Lit.)	3	3	AS1	4		1	
Music	1	1	1	Mathematics	3	3	AS2	4		1	
English	2	2	2	Mod. Lang 1	2	2	AS3	4		1	
Geography	1	1	1	Science 1	2	2	AS4	4		1	
History	1	1	1	Science 2	-	2				STUDY	
Mathematics	2	2	2	RS	1	1	A1		5		1
French	2	1	1	LLW	2		A2		5		1
German	0	1	1	Choice 1	2	2	A3		5		1
Spanish	0	1	1	Choice 2	2	2					STUDY
PE				Choice 3	2	2					
Biology		1	1	Choice 4	2	2					
Chemistry		1	1								
Physics		1	1								
Science	2										
Technology	1	1	1								
RE	1	1	1								
LLW	0	0	1								
HE	1	1	1								
ICT	0	0	1								
TOTAL	15	17	19		21	21		16	15	4	3
Minutes per homework	20	20	20		30	35		45	60	30	60
TOTAL HOURS per week (approximate)	5.0	5.7	6.3		10.5	12.2		12.0	15.0	2.0	3.0
Hours per Night (approximate)	1.0	1.1	1.3		2.1	2.4		2.4	3.0		

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3. Recording of Assessment Data

Assessment data will be recorded by subject teachers:

- 3.1 in the teacher's markbook or in an electronic markbook. Each Head of Department will regularly review the markbooks (paper or electronic) of each member of his/her department to ensure that assessment is taking place in line with school and departmental policy;
- 3.2 on School centrally held electronic Mark Sheets using SIMs.net Assessment Manager / Tracking software;
- 3.3 on the reports provided to parents; and
- 3.4 by placing copies of all reports and letters to parents in an individual file for each pupil in the School office.

4. E-Portfolio / Personal Learning Record

- 4.1 The School will follow the DENI guidance (see *Preparing for Success 2015-2020*) regarding Personal Learning Records for pupils.
- 4.2 Pupils will be encouraged to develop their own e-portfolio, in conjunction with their Form Tutor and Careers teachers as they progress through the School, to record activities undertaken to improve their employability including work experience, voluntary and part-time work, careers learning, sporting achievements, and other relevant extra-curricular activities alongside educational qualifications.

5. Examinations Officers

- 5.1 Enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- 5.2 Enter requests made by HoDs, which must be confirmed by the Principal, for foundation or lower level entries as appropriate.
- 5.3 Enter students' 'cash-in' codes for the terminal examination series.
- 5.4 Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- 5.5 Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- 5.6 On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, under the direction of the SLT.
- 5.7 Work in conjunction with the SENCo to ensure access arrangements have been applied for and ensure that appropriate arrangements are in place for each individual pupil concerned.
- 5.8 Collect and forward all controlled assessment and coursework samples as requested by the Examinations Boards.

6. Key Stage 3 Assessment & Reporting

- 6.1 All pupils in Years 8 – 10 will complete a Summer Examination in each of their subjects. Standardised scores will be reported to parents.
- 6.2 Following the Summer Examinations, parents will receive a full academic report on their child's progress and attainment.
- 6.3 At the same time, parents will receive a full annual pastoral report stating the pupil's achievements and involvement in extra-curricular activities both in and out of school.
- 6.4 Pupils will provide information for the Form Tutor on their activities, achievements and progress.
- 6.5 Pupils in Years 8 – 10 will receive a report card three times per year indicating their academic achievement and effort. The Halloween and Easter report cards will be based upon, for example, end-of-topic tests, common assessment tasks, homework. The Winter report card will be based upon Winter examinations and individual subjects may incorporate a weighting based on common assessment tasks. Standardised scores will be reported to parents.
- 6.6 Parents of pupils in each Year Group will have a Parent Consultation at which they may meet their child's subject teachers and/or Form Tutor to discuss academic progress.
- 6.7 Parents may request a meeting with the Head of Year to discuss their child's progress and welfare at a mutually acceptable time.
- 6.8 Where the School is aware of under-achievement by a pupil, the Head of Year and/or a member of SLT will contact parents to arrange an interview.

7. Key Stage 4 Assessment & Reporting

Assessment

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- 7.1 All pupils in Year 11 will complete a Summer Examination in each of their subjects. Mock Examinations will be organised for pupils in Year 12 during a two-week period. Following these examinations, parents will receive a full academic report on their child's progress and attainment.
- 7.2 Pupils in Year 11 will receive a report card three times per year indicating their academic achievement and effort. The Halloween and Easter report cards will be based upon, for example, end-of-topic tests, common assessment tasks, homework. The Winter report card will be based upon Winter examinations and individual subjects may incorporate a weighting based on common assessment tasks. Pupils in Year 12 will receive a similar report card at Halloween.
- 7.3 Parents of pupils in each Year Group will have a Parent Consultation at which they may meet their child's subject teachers and/or Form Tutor to discuss academic progress.
- 7.4 Parents may request a meeting with the Head of Year to discuss their child's progress and welfare at a mutually acceptable time.
- 7.5 Where the School is aware of under-achievement by a pupil, the Head of Year and/or member of SLT will contact parents to arrange an interview.

8. Key Stage 5 Assessment & Reporting

- 8.1 Pupils in Years 13 & 14 will receive a Report Card in November indicating their academic achievement and effort.
- 8.2 Mock examinations will be organised for all pupils in Years 13 & 14.
- 8.3 Following these examinations, parents will receive an academic report on their child's progress and attainment in the subjects in which they have been examined.
- 8.4 All pupils in Years 13 & 14 will undertake a minimum of 6 Common Assessment tasks per year in each of their subjects. This data will be recorded using pupil tracking software and will assist the pupil/subject teacher to discuss target setting and strategies for improvement. Where the school is aware of under-achievement by a pupil, a member of SLT and/or the Head of Year will contact parents to arrange an interview.
- 8.5 At the end of Year 13, pupils and their parents must know whether or not pupils are on target for A Level success.
- 8.6 Parents of pupils in each Year Group will have a Parent Consultation at which they may meet their child's subject teachers to discuss academic progress.
- 8.7 At the end of Year 13, subject teachers will be asked to write a UCAS report for each of their pupils.
- 8.8 Early in Year 14, subject teachers must provide a predicted grade for UCAS entry.

9. Coursework / Controlled Assessment

- 9.1 It is the policy of this School that GCSE controlled assessment is completed by the end of December for Year 12 pupils.
- 9.2 In the following subjects, because of externally set assessments and/or significant amounts of work being completed in class and/or the nature of the controlled assessment task, the deadline is extended as per the coursework/controlled assessment schedule: Art, Computing, Drama, English, French, German, ICT, Media Studies, Spanish and Technology & Design.
- 9.3 As far as possible, controlled assessment tasks should be completed within normal timetabled classes.
- 9.4 All staff involved in the controlled assessment process must ensure that all assessment materials, including mark schemes, issued by an awarding body, are kept secure throughout the assessment process.
- 9.5 Candidates' work for assessment must be stored securely within the centre. Work may be stored either by subject departments or the examinations office. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar cabinet. Work produced over several sessions, including (if appropriate) record folders/diaries, must be collected at the end of each session and stored securely. Work produced electronically must be saved securely to ensure that it cannot be amended between sessions. Work stored on external memory devices should also be collected in at the end of each session. Where there is a practical element, secure storage may be defined as a classroom, a studio or a workshop which is locked from the end of one session to the start of the next. This alternative may be implemented on practical grounds given the nature of the assessment, the need to allow work to dry overnight, or the size or delicacy of some items of work. It is permissible for teachers to take work home to mark, provided that they take sensible precautions regarding its security.

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- 9.6 It is not necessary for all candidates to write up controlled assessments at the same time. However, the teacher concerned should record the date and time of the assessment, the name of the supervisor and keep a log of any incidents which occur during the course of the assessment. Additionally, it is recommended that the teacher records which candidates were present for the assessment, as well as those who were absent.
- 9.7 The school will abide by JCQ regulations regarding malpractice or suspected malpractice.
- 9.8 Teachers should plan the “production” part of a controlled assessment task with reference to the published school diary to ensure that pupils will not be “out-of-school” on a planned activity. Year 11 and Year 12 pupils will not be permitted out of class for a school activity if it coincides with the “production” part of a controlled assessment task unless the event has been included in the published school diary.
- 9.9 Teachers should accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up the missed controlled assessment. An alternative supervised session may be organised for such candidates. The school will follow guidance from the relevant awarding bodies in the case of a pupil who is off school long-term.
- 9.10 Priority access to the school’s ICT rooms will be given to Year 11 & Year 12 classes involved in a controlled assessment task that requires the use of computers.
- 9.11 If a candidate has an access arrangement as part of his or her normal way of working and he/she requires such an arrangement for the written component(s), then a similar arrangement should be made for the controlled assessment(s), where permitted by the Examination Board regulations. As with written examinations, an approved application must be on file, with supporting evidence of need where required. Teaching staff should ensure that they are aware of any access arrangements which need to be applied during a controlled assessment session. The details regarding individual pupils can be checked with the Assistant Examinations Officer and/or the SENCo.
- 9.12 **Responsibilities of Staff**
- 9.12.1 **Senior Leadership:**
- Accountable, through all of the teaching staff, for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.
 - At the start of the academic year, begin coordinating with Heads of Department/TiC of subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of KS 4).
 - Map overall resource management requirements for the year. As part of this, resolve:
 - clashes/problems over the timing or operation of controlled assessments; and
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
 - Ensure that all staff involved have a calendar of events.
 - Create, publish and update an internal appeals policy for controlled assessments.
 - Follow up referrals from Heads of Year.
 - Support all staff involved in coursework/controlled assessment delivery.
 - Oversee the implementation of the coursework/controlled assessment guidance to staff and to ensure that time limits are adhered to.
 - Oversee the implementation of access arrangements as appropriate.
- 9.12.2 **Heads of Department / Teacher in Charge of a Subject:**
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the examination series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
 - Standardise internally the marking of all teachers involved in assessing an internally assessed component.
 - Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
 - Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
 - Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
 - In addition, Heads of Department / TiC of Subject must monitor the coursework/controlled

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assessment being undertaken by the pupils in the department and take swift action to support staff members referring pupils to them.

- Should the final version of the coursework component fail to be produced within two weeks of the date of the proforma letter being posted to the parent, the Head of Department should personally contact the parent to arrange an interview regarding the matter.
- At the same time as arranging to meet the parent, the Head of Department must inform the Head of Year of the situation.

9.12.3 **Teaching Staff:**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for Conducting Controlled Assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the examinations office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely, following advice from the relevant Examination Board, between assessment sessions (if more than one).
- 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.
- Ask the SENCo and/or the Assistant Examinations Officer for any assistance required for the administration and management of access arrangements.
- In the event of pupils failing to produce individual task/stages of the coursework or controlled assessment, the subject teacher must personally contact a parent to inform them of the situation and arrange an appropriate sanction for the pupil concerned.
- In the event of pupils failing to produce the final version of the coursework component, the subject teacher must personally complete the proforma letter and post it to the parents.
- The Head of Department must be informed by the subject teacher of any pupils who have failed to complete the final version of the coursework component by the dead-line.
- In the event of a pupil being absent from class when a controlled assessment task is being completed, the class teacher should arrange for that pupil to undertake the task at the first possible opportunity.

9.12.4 **Heads of Year (Years 11 & 12):**

- Ensure that the parents of all pupils in Years 11 & 12 receive a copy of the GCSE Controlled Assessment Schedule at the start of the year.
- Check on such pupils on a regular basis and ensure that they are keeping up to date with coursework/controlled assessment.
- Liaise with the Heads of Department. Be proactive about coursework/controlled assessment matters including letting Heads of Department know of concerns expressed by pupils and/or parents.
- Should the final version of the controlled assessment/coursework component fail to be produced within two weeks of the interview between the HoD and the parent, the HoY should inform the relevant member of the SLT.
- The HoY should arrange a joint meeting with the member of the SLT and the parent.
- The SLT member will provide the parent at the above meeting with the second proforma letter. The parent will be asked to sign the letter at the meeting.

INFORMATION FOR PARENTS/GUARDIANS OF PUPILS IN YEAR 11

Our goal is to provide a caring learning environment in which all pupils may realise their potential. We can only accomplish this with your support. As your child begins the first of two crucial GCSE years, please find below some information and advice to help you to support your child throughout this important time. Please do not hesitate to contact the Head of Year if you have any concerns regarding work or progress.

<p style="text-align: center;"><u>HOMEWORK</u></p> <ul style="list-style-type: none">• Pupils have a minimum of 10.5 hours of homework per week.• Homework should be entered in the student planner; therefore, checking the student planner will inform you of what your child should be doing and will allow you to ensure homework is being done.• Please do not accept claims of ‘no homework’ as pupils should undertake revision, learning, reading, independent study, note-taking and preparing for controlled assessment.	<p style="text-align: center;"><u>CONTROLLED ASSESSMENT</u></p> <ul style="list-style-type: none">• Controlled assessment has replaced coursework. While the exact requirements differ from subject to subject, the format is generally that pupils are given a set amount of time to research/prepare a topic before writing up a report under supervision in school.• The attached published schedule is a guide for you in terms of timing.• Pupils will complete the bulk of their work by Christmas Year 12 in order to allow pupils to revise.• Controlled assessment can take many forms including written, oral, practical or theoretical work.• Please do not hesitate to ask about controlled assessment in relation to the marks awarded, the length and/or the nature of the controlled assessment.
<p style="text-align: center;"><u>EXAMINATIONS SCHEDULE</u></p> <ul style="list-style-type: none">• Year 11 – Halloween/Easter Tests and Winter/Summer Examinations• GCSE Modular Examinations in LLW in Year 11.• Good preparation is essential; therefore, please ensure that revision is underway to ensure success.• Mock Examinations will take place after Christmas in Year 12.• GCSE Examinations will commence in May of Year 12.	<p style="text-align: center;"><u>COMPLETING CONTROLLED ASSESSMENT & ATTENDING EXAMINATIONS</u></p> <ul style="list-style-type: none">• Failure to complete controlled assessments will cost marks and will impact on final grades.• In some subjects no grade is awarded if one part of the assessment is incomplete.• Pupils must attend all examinations – only real emergencies can excuse absence.• An unauthorised absence will result in an entry cost charge to parents / guardians.• Our results consistently show that all pupils should pass all of their GCSEs.

Further help and support can be found in the Parents’ Section of our School Website:

www.grosvenorgrammarschool.org.uk

INFORMATION FOR PARENTS/GUARDIANS OF PUPILS IN YEAR 12

Our goal is to provide a caring learning environment in which all pupils may realise their full potential. We can only accomplish this with your support. As your child progresses through this final GCSE year, please find below some information and advice to help you to support your child throughout this important time. Please do not hesitate to contact the Head of Year if you have any concerns regarding work or progress.

<p style="text-align: center;"><u>HOMEWORK</u></p> <ul style="list-style-type: none">• Pupils have a minimum of 12 hours of homework per week.• Homework should be entered in the student planner; therefore, checking the student planner will inform you of what your child should be doing and will allow you to ensure homework is being done.• Please do not accept claims of ‘no homework’ as pupils should undertake revision, learning, reading, independent study, note-taking and preparing for controlled assessment.	<p style="text-align: center;"><u>CONTROLLED ASSESSMENT</u></p> <ul style="list-style-type: none">• Controlled assessment has replaced coursework. While the exact requirements differ from subject to subject, the format is generally that pupils are given a set amount of time to research/prepare a topic before writing up a report under supervision in school.• The attached published schedule is a guide for you in terms of timing.• Pupils will complete the bulk of their work by Christmas Year 12 in order to allow pupils to revise.• Controlled assessment can take many forms including written, oral, practical or theoretical work.• Please do not hesitate to ask about controlled assessment in relation to the marks awarded, the length and/or the nature of the controlled assessment.
<p style="text-align: center;"><u>EXAMINATIONS SCHEDULE</u></p> <ul style="list-style-type: none">• Mock Examinations will take place after Christmas.• Good preparation is essential; therefore, please ensure that revision is underway to ensure success.• GCSE Examinations will commence in May of Year 12.	<p style="text-align: center;"><u>COMPLETING CONTROLLED ASSESSMENT & ATTENDING EXAMINATIONS</u></p> <ul style="list-style-type: none">• Failure to complete controlled assessments will cost marks and will impact on final grades.• In some subjects no grade is awarded if one part of the assessment is incomplete.• Pupils must attend all examinations – only real emergencies can excuse absence.• An unauthorised absence will result in an entry cost charge to parents / guardians.• Our results consistently show that all pupils should pass all of their GCSEs.

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GCSE Controlled Assessment Schedule (Year 11 Pupils)

Subjects :		No.	%	YEAR 11												YEAR 12							
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Art		1	60	Portfolio C/H												Portfolio C/H			ESA C/H				
Biology (see note vi)		2	25																				
Business Studies		1	25											C/H									
Chemistry (see note vi)		2	25																				
Computing (see note vi)		2	30																				
Drama		2	60					Task 1 C/H						Task 2 C/H									
English Literature		1	25											Task 1 C/H									
English	Reading/Writing	3	40	Task 1 C/H					Task 2 C/H					Task 3 C/H									
	Speaking & Listening	6	20	Ongoing – 6 Tasks (throughout GCSE course)												Ongoing – 6 Tasks (throughout GCSE course)							
French		4	60										C			C			C	C (Apr)			
Geography		1	25											C/H									
German		4	60					C					C			C			C				
History		1	25											C/H									
Home Economics		2	60							Task 1 C/H						Task 2 C/H							
ICT		5	60	C/H Ass1			C/H Ass2			C/H Ass3					C/H Ass4			C/H Ass5					
LLW		2	60	C/H											<i>LLW not taught in Year 12</i>								
Media Studies		3	60	C/H Assignment 1						C/H Assignment 2					C/H Assignment 3								
Spanish		4	60										C			C			C	C (Apr)			
Music		2	30					C/H (Portfolio)			C/H Composition 1					C/H Composition 2		Recording					
Physical Education		1	20											C/H									
Physics		1	25					C															
Technology & Design		2	60	C (Controlled Assessment 1)						C/H						C/H (Design Folder/Project Manufacture)							

KEY

C=work completed in class; H=work completed at home; C/H=a combination of class and homework; P=Practical Exam; ESA=Externally Set Assessment

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NOTES

- i) There is **no** controlled assessment component in Mathematics, Further Mathematics, Religious Studies and Short Course Religious Studies.
- ii) In Mathematics, pupils sit a module of their GCSE examination in January of Year 12 and in May/June of Year 12.
- iii) Technology & Design pupils sit one unit of their GCSE examination and submit their controlled assessment for final assessment by CCEA in May/June of Year 11.
- iv) Learning for Life and Work pupils sit their GCSE examinations in June of Year 10 and May of Year 11. The two year course is completed at the end of Year 11.
- v) There are two separate deadlines for the GCSE Art Portfolio – a mid-project deadline at the end of Year 11 and a final deadline in January of Year 12. ESA is worth 40%.
- vi) Pupils will complete two pieces of controlled assessment in Biology (CCEA), Chemistry (CCEA), Computing (WJEC) and Science (CCEA). One piece will be completed in Year 11 and the other in Year 12. The exact timing of this work will depend on the nature of the tasks that are set by the examination boards.
- vii) In English, pupils will complete a number of Speaking and Listening Tasks. The best three marks will count towards the final GCSE grade.

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GCSE Controlled Assessment Schedule (Year 12 Pupils)

Subjects :			YEAR 11										YEAR 12							
	No.	%	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Art	1	60	Portfolio C/H										Portfolio C/H						ESA C/H	
Biology (see note vi)	2	25																		
Business Studies	1	25											C/H							
Chemistry (see note vi)	2	25																		
Computing (see note vi)	2	30																		
Drama	2	60					Task 1 C/H								Task 2 C/H					
English Literature	1	25											Task 1 C/H							
English	Reading/Writing	3	40	Task 1 C/H				Task 2 C/H						Task 3 C/H						
	Speaking & Listening	6	20	Ongoing – 6 Tasks (throughout GCSE course)										Ongoing – 6 Tasks (throughout GCSE course)						
French	4	60									C			C				C	C (Apr)	
Geography	1	25											C/H							
German	4	60									C				C			C	C (Apr)	
History	1	25											C/H							
Home Economics	2	60							Task 1 C/H				Task 2 C/H							
ICT	5	60	C/H Ass1			C/H Ass2			C/H Ass3				C/H Ass4			C/H Ass5				
LLW	2	60	C/H										LLW not taught in Year 12							
Media Studies	3	60	C/H Assignment 1					C/H Assignment 2				C/H Assignment 3								
Spanish	4	60										C			C			C	C (Apr)	
Music	2	30					C/H (Portfolio)				C/H Composition 1			C/H Composition 2		Recording				
Physical Education	1	20											C/H							
Physics	1	25					C													
Technology & Design	2	60	C (Controlled Assessment 1)						C/H				C/H (Design Folder/Project Manufacture)							

KEY

C=work completed in class; H=work completed at home; C/H=a combination of class and homework; P=Practical Exam; ESA=Externally Set Assessment

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

NOTES

- i) There is no controlled assessment component in Mathematics, Further Mathematics, Religious Studies and Short Course Religious Studies.
- ii) In Mathematics, pupils sit a module of their GCSE examination in January of Year 12 and in May/June of Year 12.
- iii) Technology & Design pupils sit one unit of their GCSE examination and submit their controlled assessment for final assessment by CCEA in May/June of Year 11.
- iv) Learning for Life and Work pupils sit their GCSE examinations in June of Year 10 and May of Year 11. The two year course is completed at the end of Year 11.
- v) There are two separate deadlines for the GCSE Art Portfolio – a mid-project dead-line at the end of Year 11 and a final dead-line in January of Year 12. ESA is worth 40%.
- vi) Pupils will complete two pieces of controlled assessment in Biology (CCEA), Chemistry (CCEA), Computing (OCR) and Science (CCEA). One piece will be completed in Year 11 and the other in Year 12. The exact timing of this work will depend on the nature of the tasks that are set by the examination boards.
- vii) In English, pupils will complete a number of Speaking and Listening Tasks. The best three marks will count towards the final GCSE grade.

GROSVENOR GRAMMAR SCHOOL
CONTROLLED ASSESSMENT SCHEDULE
2016-2017

This is to confirm that I have received the coursework schedule for my son/daughter.

PUPIL NAME: _____

REGISTRATION GROUP: _____

Parent/Guardian signature: _____

PLEASE RETURN THIS FORM TO THE FORM TUTOR BY

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

Pupil Name: Form/Tutor Group:

Subject:

Dear

This is to inform you that your son/daughter has failed to complete Coursework / Controlled Assessment in the above-named subject by the deadline set.

Coursework/Controlled Assessment is an integral part of this course and failure to complete it will have a serious detrimental effect on the examination result. The dead-lines, as set out in the schedule issued to you at the beginning of the course, must be adhered to in order to allow teachers the opportunity to devote appropriate time to the marking and moderation of coursework.

I ask, therefore, that you assist us in ensuring that the coursework in this subject is handed in within two weeks (of the postmark). Should you wish to discuss the matter, please do not hesitate to contact me at school, on 9070 2777.

Yours sincerely

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

Pupil Name: Form/Tutor Group:

Subject(s):

.....

.....

Dear

Despite repeated warnings, your son/daughter has still not submitted coursework in the above-named subject(s). He/she has had ample opportunity to complete the coursework and I now wish to inform you that should it not be handed in by, a 'zero' mark will be awarded. Coursework handed in after this date will not be marked, thus a 'zero' mark will also be entered.

As confirmation that you have been advised of the school's position, I ask that you complete the statement at the bottom of this letter.

Yours sincerely

I confirm that I have been advised of the school's position with regard to coursework not yet submitted by my son/daughter. I am aware that a final deadline has been set.

Signed: (Parent/Guardian) Date:

Signed:
(on behalf of Grosvenor Grammar School)

Copy to: Parent/Guardian; Original to: pupil file

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

EXAMINATION ENTRY POLICY

General

1. Pupils commencing a course of study must be entered for the appropriate controlled assessment, assessment modules and terminal examinations that the syllabus provides for each subject.
2. Examinations must be taken at the times stated by the school or the external examination authority.
3. In examinations, the school will provide extra time and /or other arrangements, according to the external examinations authority rules, for candidates who can prove they possess special/medical circumstances.
4. Pupils failing to attend for examination at the times published by the school or examining authority will be subject to the full charge of all expenses incurred by the school including examination entry charges and supervision costs.
5. Any pupil causing disturbance to others or found to be misbehaving in examinations will be asked to leave and will forfeit any rights to compensation, recompense or the opportunity to re-sit the examination. They will also be liable to pay all costs as if they had not taken the examination (see paragraph 4).
6. The cost of repair or replacement caused by vandalism in the examination room will be charged in full to the perpetrators.
7. In the case of school administered examinations, pupils must obey the published rules and examination conditions.
8. In the case of external examinations, pupils must abide by all the regulations pertaining to their examinations.
9. Former pupils may be entered for public examinations at the discretion of the Principal and they will be required to meet all associated costs.

Administrative, Organisation and Financial Control

1. All pupils have the right to one automatic free entry in each examination/module approved by the school.
2. Entries to all extra and co-curricular examinations must be paid for by the pupil / parents prior to entry. Examples of examinations paid by the pupil / parents are Music, Duke of Edinburgh Awards, Sports Awards and First Aid Courses.
3. Any changes to entry/amendments (including tier changes), withdrawal from, cancellation of entry, late entry, enquiries about results or re-sit entry will be charged at the rate stated by the examination authority.
4. None of the services stated in paragraph 3 will be provided until after payment of the due amount is received by the school. Cheques must be cleared by the bank before action is taken.
5. If for any reason payment is not made for any item noted in paragraph 3, then the pupil loses the right to free entry to other subjects and/or the right of receipt of any certificate that has been awarded by an examination body.
6. For examination re-sits, written permission must be submitted to the school before the date specified by the member of the Senior Leadership Team in charge of External Examinations.

GROSVENOR GRAMMAR SCHOOL
ASSESSMENT POLICY

**APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR
EXTERNAL QUALIFICATIONS**

Grosvenor Grammar School 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 relevant examination 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/her work, he/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.

The existence of this procedure is made known to students by reference in the "Information for Parents & Pupils".

This procedure is available from the general office.

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. (Hence, the appeal must be made before a date in mid-June for the summer series as currently timetabled).
2. Appeals should be made in writing to the member of Senior Leadership with responsibility for examinations, who will investigate the appeal. If the member of Senior Leadership with responsibility for examinations 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 member of Senior Leadership with responsibility for examinations is not able to conduct the investigation for some other reason).
3. The Senior Leader with responsibility for examinations 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 JCQ. This will be done before the end of the series.
4. Pupils will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of their work, and any changes made to improve matters in future.
5. 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.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Grosvenor Grammar School and is not covered by this procedure. If you have concerns about it, please ask the member of Senior Leadership with responsibility for examinations for a copy of the appeals procedure of the relevant examinations board.