



Controlled Assessment:

Student Guidance

Introduction

Controlled Assessment is any element of your qualification that tests knowledge and skills in a subject that cannot be examined through timed examination papers.

The work is usually internally assessed; that is, marked by your teachers but sent to the exam board for moderation. Controlled Assessments are usually conducted under usual, supervised examination conditions, will take many different forms and could be undertaken over a period of a few days.

Unit **number** of **subject** is a controlled assessment element and contributes **number**% towards your final A level qualification.

Before the controlled assessment, your lecturer will explain:

- The structure and format of the controlled assessment, including word limits.
- The dates, times, location and length of the controlled assessment
- The resources (if any) you are permitted to take into the controlled assessment.
- The controls that will apply to your controlled assessment.
- The marking criteria that will be applied so that you can understand how you will gain credit.

Malpractice and Plagiarism

You will sign a declaration confirming that the work you produce during the sessions is your own. Your lecturer will also sign to confirm that the work is yours.

If you are permitted to take resources into the assessment, you must ensure that these are your own, and that:

- Information from published sources, including the internet, is correctly referenced
- Any notes you take into the first session of the controlled assessment **must** be handed in at the end of the session and you are not permitted to introduce any new notes between sessions.

If malpractice is suspected, or confirmed then you will receive a 0 for your controlled assessment and could risk disqualification from the whole qualification. Malpractice includes, but is not limited to:

- Submitting work that is not your own
- Making available your work to other candidates through any medium, including social media or WhatsApp groups.

- Allowing other candidates to have access to your notes or other independently sourced material.
- Assisting other candidates to produce work
- Using books, the internet or other sources without referencing or acknowledgement.
- Posting anything about the assessment on social media or sharing resources using social media.

Please read [this](#) document to help you stay within assessment regulations.

Authorised Absences

If you are unexpectedly absent for one of your timetabled controlled assessment sessions, you will be given **one further opportunity** to make up the missed time if your absence is authorised.

In order for your absence to be authorised, you must submit **this form** along with supporting evidence within 48 hours of your timetabled session and in line with the Authorised Absence Policy and also record your absence on your e-ILP.

If your absence is long-term, then you may be eligible for special consideration but there is no guarantee that you will be able to complete your controlled assessment in the current academic year.

Following Submission

When your lecturers have marked your assessment, they will inform you of your marks before they are submitted to the awarding body.

The date you will receive your marks is: **Date**

At this point, you may request a review of the marking on one of the following grounds:

- That the marks awarded do not give sufficient credit for meeting the published criteria
- Administration error
- That the mark awarded is not in line with the standards set by the centre.

In the first instance, you should discuss your concerns with your lecturer who can provide advice and support.

If you are still unhappy, then you can request a further review by filling in [this form](#). However, you should understand that the mark awarded by your lecturer is provisional as the moderation process carried out by the awarding body when the results are submitted could result in a mark change, either upwards or downwards.

The deadline for you to make a request to review the marking is: **Date above + 5 days.**

SAMPLE