



GCSE ICT Controlled Assessment



The new
assessment guide

The big changes to GCSE ICT

Our aim is to help make the transition run as smoothly as possible.

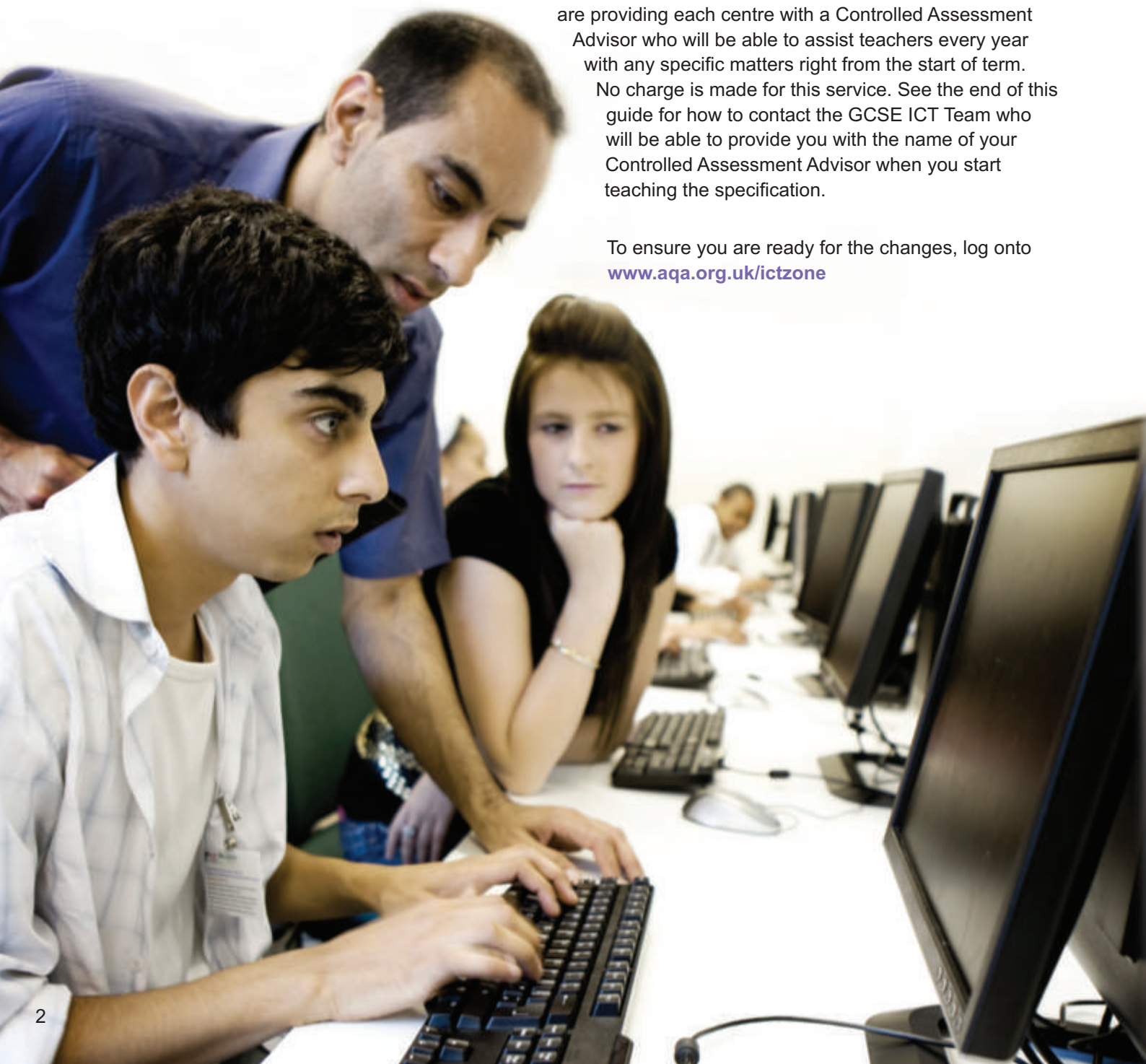
September 2010 brings big changes to GCSE ICT with a new:

- Specification
- a new process called **Controlled Assessment**

Our aim is to help make the transition run as smoothly as possible. That's why we have created this guide so you know the basics about Controlled Assessment and how it applies to the new specification for GCSE ICT.

As well as this guide to help you through this new process, we are providing each centre with a Controlled Assessment Advisor who will be able to assist teachers every year with any specific matters right from the start of term. No charge is made for this service. See the end of this guide for how to contact the GCSE ICT Team who will be able to provide you with the name of your Controlled Assessment Advisor when you start teaching the specification.

To ensure you are ready for the changes, log onto www.aqa.org.uk/ictzone



Controlled Assessment Summary

Controlled Assessment applies to what was known as coursework in GCSE. The information below provides a summary and explanation about Controlled Assessment.

What is Controlled Assessment?

It is a form of assessment where the control levels for each assessment stage (task setting, task taking and task marking) have been defined by the Qualifications and Curriculum Development Agency (QCDA) for all awarding bodies. Controlled Assessment replaces coursework for the new GCSE ICT specification for teaching from September 2010.

When does Controlled Assessment apply to GCSE ICT?

There are 3 units for GCSE ICT. Controlled Assessment applies to Units 2 and 3. They are together worth 60% of a student's final mark.



GCSE Information and Communication Technology	Unit 1: Systems and Applications in ICT Externally assessed	40%
	Unit 2: The Assignment: Applying ICT Internally assessed, externally moderated Controlled Assessment conditions apply Centres complete the task(s) set by AQA	30%
	Unit 3: Practical Problem Solving in ICT Internally assessed, externally moderated Controlled Assessment conditions apply Centres choose one or more tasks set by AQA	30%

Controlled Assessment Guide for Unit 2 and Unit 3

This guide gives an overview of the Controlled Assessment process for Units 2 and 3. However, it is also important to read the more detailed information in the following.

- Unit 2 Teachers' Notes
- Unit 3 Teachers' Notes

Both documents will be available for an operational examination on our secure server, e-AQA, extranet.aqa.org.uk

Make sure you are registered to use e-AQA

extranet.aqa.org.uk/register

What is the Controlled Assessment process?

There are three stages to Controlled Assessment:

- **Task Setting**
- **Task Taking**
- **Task Marking**

Each stage has a level of control (high or medium for ICT) to ensure reliability and authenticity and to make assessments more manageable for teachers and students.



Task Setting

Task Setting outlines:

- who will set the task, e.g. awarding body and/or teachers
- what students have to do.

For GCSE ICT:

- Task Setting: **High Control** – this means **AQA will set the task**

Task setting is set at High Control, therefore we will be required to set the tasks.

Your Task Setting questions answered

Q. When and how will the tasks be issued?

Teachers will have first access to the Candidate Booklets containing the AQA tasks. They will be published on e-AQA, the secure server, on the second Monday in September each year.

Q. How do I get access to the tasks on e-AQA?

You can receive access to e-AQA either by speaking to your Examinations Officer or applying through the AQA website, extranet.aqa.org.uk/register.

Q. Are there different task options you can choose from?

Unit 2: One or more tasks will be provided by AQA. Please note: you must make sure your students do the correct task for the year they are to be entered for the examination.

Unit 3: Six Candidate Booklets are provided on e-AQA; each contains one task. Teachers may limit the choice of tasks made available to students, but each student must have a choice.

Q. Will the tasks change from year to year?

Unit 2: New tasks will be set every year. It will be published on the e-AQA secure server on the second Monday in September.

Unit 3: The Tasks will be reviewed by us every two years. Any revised Candidate Booklets will be published on the e-AQA secure server on the second Monday in September.

Task Taking

Task Taking outlines:

- how students go about doing the task.

For GCSE ICT:

- **Task Taking: Medium Control** – this means that students must complete all work, with the exception of research, under informal supervision.

Most work to be done under ‘informal supervision’

Informal supervision does **not** rule out:

- students having access to resources
- students working together
- students receiving limited teacher guidance.

However, informal supervision does mean that teachers must ensure that:

- work can be authenticated as the student’s own, unaided work. (Students do not have to be directly supervised at all times, but there must be adequate supervision to ensure that work can be authenticated.)
- in cases of collaborative work, the contributions of individual students are recorded accurately
- plagiarism does not take place
- sources used by students are clearly recorded and acknowledged.

Research may be completed under ‘limited supervision’

Research with limited supervision means that students can carry out research at home (using the Internet, etc); any material collected or produced as a consequence will not contribute directly to assessable outcomes. For example, the student could gather the necessary research material related to a task and then analyse this research under informal supervision conditions. It is this analysis and selection of suitable research material, when completed under informal supervision, which would count towards the students’s assessable outcome.



It is essential that students individually document the work that they have produced

Time limits on Task Taking

Students should spend approximately:

- 25 hours on Unit 2
- 25 hours on Unit 3.

It is not expected that these periods of time should be monitored or recorded by teachers but students should be encouraged not to exceed this approximate time allocation.

Use of resources

- During Task Taking, students are permitted to use resources provided by the centre.
- If there are any students who require the use of any special equipment, e.g. text enlargement equipment, your Examinations Officer should contact AQA’s Exams Office Support for guidance.

Task Taking

Your Task Taking questions answered

Q. What happens if the student needs to complete some work outside the classroom, e.g. a student may run out of time in the lesson and wish to finish off some planning work at home?

This is acceptable provided that the teacher:

- has supervised the student in carrying out a significant proportion of this work in the classroom
- is happy that the quality of work subsequently submitted is of a similar standard as that seen in the classroom
- documents the work conducted outside the classroom on the Candidate Record Form.

If a teacher has any doubts about the authenticity of work that has been completed at home, he/she may choose to ask the student to complete the same work again in the classroom or question the student about the content/nature of the work undertaken until the teacher is happy as to its authenticity. (A student has not contravened AQA rules regarding malpractice until work is formally submitted to AQA as part of his/her work for the examination.)

Q. What happens if the student does not complete all aspects of the work, e.g. for medical reasons?

Where this is the case, it must be clearly documented on the Candidate Record Form. This form is available on the AQA website. The Examinations Officer should also contact AQA's Exams Office Support for guidance.

Q. What happens if the student's work has some third party assistance?

If a student has had some third party assistance, this must be clearly documented on the Candidate Record Form and, of course, the student cannot be credited for work that they themselves have not produced or been involved in producing.

Q. What feedback can I give to students?

- Students are free to revise and redraft a piece of work before submitting the final piece.
- Teachers can review draft work and provide generic advice to ensure that the work is appropriately focused but, whilst students may be guided as to the approach they may wish to adopt, the outcome must remain their own.
- The advice can be provided in either oral or written form.
- Any support or feedback given to individual students **which has not been provided to the class as a whole** must be clearly recorded on the Candidate Record Forms.
- **However, teachers must not:**
 - provide advice on **specific** improvements to meet the marking criteria
 - give detailed feedback on errors or omissions
 - indicate how **specific** improvements to presentation or content can be made.

Q. Are there opportunities for students to work together?

Yes. There are opportunities in Unit 3 where you can encourage your students to work collaboratively. Where the opportunity to work collaboratively is taken up:

- it is essential that the student individually documents the work that he/she has produced
- it is the responsibility of the teacher to ensure that the work of each individual student, is his/her own unaided work and can be assessed as such.

Q. What are the Candidate Booklets?

There is a Candidate Booklet for Unit 2 and Unit 3. They outline the tasks (i.e. what the student has to do) for each unit.

Task Marking

Task marking outlines:

- who will do the marking, e.g. awarding bodies and/or teachers.

For GCSE ICT:

- **Task Marking: Medium Control** – work is assessed by teachers and moderated by the awarding body.

We will moderate the collective marking of the teachers at each centre in accordance with QCDA Code of Practice requirements.

- Exemplar material will be provided to centres as part of our ongoing commitment to provide support in this area
- Once teaching of the Specification is underway, the availability of additional exemplar material will become more frequent.

To help you with the Controlled Assessment marking, we will be holding free Standardisation Meetings between October and January. You will be able to book these events through events.aqa.org.uk/ebooking.

Marking reminders:



The Marking Criteria:

- The number of marks available in the criteria is related to the quality of the evidence provided by the student.
- No additional marks are given when students meet a criterion many times.

Evidence in the Portfolio:

- This may be in the form of legible printouts, screenshots or diagrams, with annotation.
- Evidence must be presented as hard copy.



We are here to help you:



If you would like further information or advice, please contact the AQA ICT Subject team:

Tel: 0161 958 3860

Email: ict-subjects@aqa.org.uk

Web: www.aqa.org.uk/ictzone