



Guide to Fourth Form and Remove Internal Assessments

Monday 1 June – Friday 5 June 2020

Introduction

In light of the current circumstances, we have adapted our internal examinations (normally taken in an invigilated examination hall) for you to complete as remote assessments. The academic content and rationale for these assessments is the same that we might typically set for end-of-year examinations, but the style of assessment is different to encourage fairness and inclusivity. For example, some assessments are designed to be completed 'open-book' and assessments will focus on analysis and application of content learned (rather than tasks requiring lots of recall of information).

To access these assessments you will need an internet-connected computer, however many assessments will not require an internet connection between downloading materials and submitting your responses.

We expect all boys to try their hardest to complete these assignments according to this guide, and to contact us promptly if they experience any difficulties.

Information on the subject content to be assessed can be found for the Fourth Form [here](#) and Remove [here](#). Your subject teachers will give you more information about the format of your assessments in lessons.

You will continue to attend morning Tutor periods during the assessment period for registration.

Preparation

One of the main reasons for running internal assessments is for you to practise your revision skills and you should prepare for these assessments as you would for conventional end-of-year examinations. Do review the key revision guidance [here](#) and booklet of study strategies [here](#).

Although some assessments will be open-book, you must not count on having time to look up answers during your time between the start of the assessment and your upload. Open book papers may be designed to focus on your interpretation of new information using your existing understanding, anyway.

Another important aspect of preparation is to ensure you have a space at home suitable to take your assessments. You will need:

- a desk/table and chair;
- an internet-connected computer (with Microsoft Word or equivalent for some assessments);
- a way to monitor time, e.g. watch or alarm;
- adequate lighting and heating/cooling (depending where you are based);
- drinking water and snacks;
- pencil case equipment: pens, calculator, ruler, etc.

Assessment Timings

The time period for each assessment has been extended from the normal duration of an internal exam, to account for working with the new format, any technology (such as word processing) and requirement to upload responses at the end of each session. You must plan to spend the same amount of time as you would in a typical exam reading the questions, planning and completing your answers. The additional time is for downloading any materials and uploading your response.

If the UK assessment time is outside the local working day where you are, you can complete your assessments *after* the start of the assessment at your local time. This will avoid the need to take assessments during the early morning or late evening, and gives you the flexibility to take your assessments during daylight hours. It may mean taking your assessment the following day, if you are in a time zone ahead of the UK.

For example, if an assessment is due to be downloaded at 0900 BST on 1 June with expected submission by 1100 BST on 1 June, a boy in Hong Kong can start at any time up to 0900 HKT on 2 June (0200 BST on 2 June) with expected submission by 1100 HKT (0400 BST on 2 June).

The assessment schedules can be seen on the school portal.

Access Arrangements

Where you would **normally** be permitted additional time or rest breaks as part of an access arrangement, you will be able to submit your assessment response later than the 'standard' stated duration. This is shown in the assessment schedules.

Ms Thompson will be in communication with you with some further guidance about how to record which parts of your assessment were completed in additional time.

Materials

For your assessments you should be sure to have your pens, pencils, paper for working, calculator, etc. as instructed by your teachers.

Other materials for the assessment (set texts, case studies, etc.) will either have been provided for you by your teachers before the start of the assessment or will be included in the materials to download or access at the start of the assessment.

For open-book assessments you may have your notes and books to hand.

You should make sure you are familiar with uploading a single PDF or Word file to Firefly, as this is how you will submit your responses for many papers. If you handwrite your responses, we expect you to use an app such as OfficeLens to photograph and collate your submissions as **one** file.

On The Day

Assessments will be available via Firefly from the published start time BST. You will receive a link to the relevant materials shortly before the start of the assessment, so be ready at least five minutes before the start of the assessment.

The materials may be papers to download and complete, or a link to a Microsoft Form or OneNote to complete. Regardless of the format, you will always collect your assessment materials via Firefly.

The Firefly site records the time that you visit the relevant page to get materials, so if you are completing your papers in another time zone be sure not to visit the page with assessment materials until you are ready to start.

Help During Assessments

If you are experiencing any technical issues on the day of your exam, please contact ITSupport@bedfordschool.org.uk to see if they can give immediate assistance, otherwise, please try and complete the assessment as best you can but inform exams@bedfordschool.org.uk of your problem.

If you are unwell during the assessment period, your parent/guardian should contact BellroomAbsences@bedfordschool.org.uk as normal.

If you miss your assessment for another reason, please contact exams@bedfordschool.org.uk.

It will not be possible to query contents of the assessments during the stated duration. If you think there is a factual error on the assessment then you should state what you consider to be the error and complete the assessment as best you can.

Class Groupings Next Year

Unlike in previous years, where your results from internal examinations might be used as the main factor to determine which groups you were put into for some of your subjects next academic year, any grouping decisions for next year will be based on a holistic view of your progress across the past year (of which these assessments may, of course, play one part).

In any case, we very rarely group boys by attainment in any one subject in the Remove or Fifth Form; our timetable means that the combination of subjects you study, or your progress across a number of subjects, determines your groups.

Academic Stripes

Unlike in previous years, where your results from internal examinations might be used as the main factor to determine Academic Stripes academic year, Academic Stripes will be awarded based on a holistic view of your progress across the past year.

Honour Code

The School values of responsibility, endeavour and integrity will be paramount during the period of remote assessments. Cheating, acting dishonestly or collusion with other persons when completing an assessment will be dealt with under the School's behaviour policy, as would happen under typical examinations.

You must not:

- access the assessment materials via any other means than directly via Firefly;
- share the question paper or your own responses with others;
- collude with other boys during the assessment duration (e.g. via mobile phone);
- receive help from others;
- commit plagiarism by copying material from websites or textbooks.

The School will use Turnitin (plagiarism software) to screen submitted responses for similarities to electronic sources or responses from other boys. Please remember that copying passages from textbooks is plagiarism.

In open-book papers you are not expected to give a list of references although if you provide a direct quote you should make some mention of the source as you would in a typical examination or assessment.

When submitting your responses to these assessments you will be completing the declaration below.

I confirm that:

- the work I am submitting for assessment is entirely my own (except where otherwise indicated);
- I have not copied the work from another pupil, nor consulted or colluded with other persons during the assessment duration.