



## Controlled Assessment Policy

The purpose of this policy is to ensure that controlled assessment is carried out in accordance with the instructions issued by the Joint Council for Qualifications (JCQ) and in line with awarding bodies' subject-specific instructions and to ensure that all pupils have the opportunity to achieve a fair and secure result.

### Controlled Assessment

- Enables a more integrated approach to teaching and learning and assessment
- Provides an increased facility to ensure that work is the students own work
- Enables teachers to choose the timing of the controlled assessment
- Enables teachers to select from a choice of tasks and contextualise them
- Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning
- Usually takes place in the classroom, within the normal timetable
- Features levels of control designed to maximise reliability and authenticity

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

### Roles and Responsibilities

#### Subject Teachers will:

- Decide on the awarding body and specification for a particular GCSE.
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* which will be passed on to them by the examinations officer.
- 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.
- 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.
- Supply to the exams office details of all unit codes for controlled assessments and schedule for when controlled assessment planned.
- Obtain confidential materials / tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by pupils are stored securely at all times.



- Supervise assessments (at the specified level of control). In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Make arrangements for absent students the chance to make up the time if necessary.
- Retain candidates' work securely between assessment sessions (if more than one). Work produced on computer must be saved to secure memory sticks and stored securely.
- Keep a log which contains:
  - The date and time of each assessment together with its title;
  - The name of the supervising teacher;
  - A list of candidates who were present during the assessment;
  - A list of any absent candidates
- Liaise with the special educational needs coordinator (SENCO) for any advice/assistance required for the administration and management of access arrangements.
- Ensure that students and the supervising teacher sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Standardise internally the marking with all teachers involved in assessing an internally assessed component.
- Carefully check the marks they are submitting to the awarding body.
- Submit marks through the exams officer to the awarding body when required, keeping a record of the marks awarded.
- Inform candidates of the marks that have been submitted with sufficient window to allow for an internal appeal but make it clear those marks may change in the moderation process. No attempt should be made to convert marks to grades.
- After completion, retain candidates' work securely until the closing date for enquiries about results. Work can be given to the examinations officer for safe storage with examination papers. 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.
- Report any suspected mal practice to the Examinations Officer
- If a student's work is lost within the school report this to the Examinations Officer.



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

- Ensure, on behalf of the Headmistress, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- Co-ordinate, with subject teachers, a schedule for controlled assessment to take place;
- Map overall resource management requirements for the year. As part of this resolve:
- Clashes / problems over the timing or operation of controlled assessments;
- Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- Ensure all staff, students and parents have access to a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.
- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries;
- Enter students' 'cash-in' codes for the terminal exam series;
- Take responsibility for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format;
- issue pupils with a copy of *JCQ Notice to candidates (Controlled coursework)*
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines or enter marks online using the appropriate procedures for each exam board.
- In collaboration with subject staff despatch assessments for moderation ensuring that the moderators receive the correct samples of work.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out;
- Liaise with SENCO to establish pupils requiring access arrangements and maintain file of evidence;
- Ensure access arrangements have been applied for;
- Work with teaching staff to ensure requirements for support staff are met.
- Report incidents of malpractice or loss of assessments to the appropriate body.
- Support candidates who have been absent through special consideration procedures if appropriate.

### **Special Educational Needs Coordinator will:**

- Work with the examinations officer to provide information and evidence regarding pupils requiring access arrangements.
- Work with teaching staff to ensure requirements for support staff are met.



### **Good Practice**

- At the start of a formal sessions of controlled assessment candidates will be reminded to turn their phone off and disable alarms;
- Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

### **Student Malpractice**

The Headmistress will:

- report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice;
- supervise all investigations resulting from an allegation of malpractice;
- respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

### **Teacher Malpractice**

- The school will carry out an investigation where it is evident that a teacher has helped a pupil with their controlled assessment beyond the guidelines contained within each specification;
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

Signed:

**(Headmistress)**

Review Date: October 2017