

Controlled Assessment Policy

Date: September 2016
Renewal Date: September 2017

Controlled Assessment Policy

The Controlled Assessment Policy is available from the Exams Office.

The purpose of the Controlled Assessment Policy is to ensure the operation of an efficient Controlled Assessment system which is in the best interest of candidates with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Controlled Assessment system to read, understand, and implement the Controlled Assessment Policy.

The Controlled Assessment Policy will be reviewed every year.

The Controlled Assessment Policy is next due for review on 1st September 2017.

The Controlled Assessments Policy will be reviewed by the Deputy Head Teacher and the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Staff Responsibilities

Senior Leadership Team

- Accountable 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 to schedule Controlled Assessments. (It is advisable that Controlled Assessments be spread throughout the academic years of key stage 4.)
- 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 that all staff involved has a calendar of events.
- Create, publish and update a Controlled Assessments Policy for Controlled Assessments.

Heads of Department

- Decide on the awarding body and specification for a particular GCSE.
- 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 Assessments.
- 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.

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.
- Supply to the exams office details of all unit codes for Controlled Assessments.
- 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 exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely 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 appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Enter students for individual units before the deadline for final entries.
- Enter students' 'cash-in' codes.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where Controlled Assessments cannot be conducted in the classroom, arrange suitable accommodation where Controlled Assessments can be carried out at the direction of the senior leadership team.

Special Educational Needs Coordinator / Additional Learning Support Staff

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Head Teacher

Date

Deputy Head Teacher

Date

Exams Officer

Date
