

Examinations - Controlled Assessment Policy

This is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

Controlled Assessment applies control over internal assessment at three points:

- Task setting
- Task taking
- Task marking

Three levels of control apply – high, medium and low.

Ensuring the validity of the marks produced from Controlled Assessment is vital in maintaining the integrity and reputation of this school in the assessment of its pupils.

STAFF RESPONSIBILITIES - GCSE CONTROLLED ASSESSMENT

Leadership Team

The Principal (Head of Centre) is responsible for ensuring that controlled assessment work is conducted in accordance with the Instructions issued by JCQ and any subject-specific instructions issued by an awarding body. The strategic responsibilities will be delegated to The Examinations Officer.

Heads of Department

Heads of Department are accountable for the safe and secure conduct of controlled assessments. They will:

- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions. (Principal and Examinations Officer)
- Communicate with parents and pupils the importance of controlled assessments, the arrangements in place and the conditions which have to be met.
- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Advise the Principal of the proposed arrangements (including timescale for each Controlled Assessment Task)
- Ensure all department colleagues are advised of the agreed arrangements for each Controlled Assessment Task
- 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 assessment.

- 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 sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the Examinations Officer details of all unit codes for controlled assessments as required.
- Inform the Examinations Officer of the location of all Controlled Assessments & Coursework and make sure this is available for inspection if required.
- On the few occasions where controlled assessment has not been completed, arrange suitable accommodation and supervision where controlled assessment can be carried out.
- Ensure that educational trips and visits, including sporting activities, do not interfere with planned controlled assessments.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication. '*Instructions for conducting controlled assessments*' which is available from the Examinations Officer.
- 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.
- 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.
- Ensure all pupils in the class are aware of the arrangements (including timescale and task completion dates) of each assessment
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- 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).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results and make this available to the Head of Department and Examinations Officer. 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.

Examinations Officer

The Examinations Officer will map overall resource management requirements for the year. As part of this resolve, when agreement cannot be found:

- 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.)

They will ensure that all staff involved:

- Have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments
- Take all reasonable steps to ensure that tasks have been completed within the guidelines laid down by the awarding body and/or JCQ including standardization and authentication procedures.
- 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.

- Liaise with SENCO regarding provision of extra time and supervision for pupils with Access arrangements
- Ensure that all pupils are, at the start of their GCSE studies (Year 11), issued with the JCQ regulations/information for pupils regarding Controlled Assessment.
- 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.
- 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 marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- Ensure that the Awarding Body's regulations are adhered to in the event of a candidate who wants to re-sit a Controlled Assessment unit.
- Advise relevant examination board of any changes in mark resulting from an Internal Appeals Procedure.
- Advise pupils when required of the regulations relating to an external appeal

SENCO

The SENCO will in conjunction with the Examinations Officer:

- ensure access arrangements have been applied for and that arrangements are in place for supervision of pupils requiring access arrangements.
- Work with teaching staff to ensure requirements for support staff are met.
- Arrange for appropriate assessments to be carried out in Year 10 where Access arrangements might be required for Controlled Assessment purposes.

ICT Technician

The ICT Technician will set up access accounts as requested by departments and liaise with Heads of Department if ICT problems are encountered.

Board of Governors Curriculum Sub Committee

The BoG will initiate a further investigation on behalf of the pupil if she remains dissatisfied with the outcome of the initial internal appeal.

RESPONSIBILITY OF PUPILS AND THEIR PARENTS

The role of the parent in controlled assessment is essential. They will:

- Ensure that all advice provided by the class teacher/head of Department has been followed.
- Make every effort for their daughter to be present for the arranged controlled assessment sessions
- Advise school immediately if exceptional circumstances e.g. serious illness or bereavement prevent their child being present for controlled assessment sessions

This policy was last reviewed by the Leadership Team: August 2020

Due to be reviewed: May 2022