

# **St. Saviour's & St. Olave's Controlled Assessment Policy**

## **Introduction**

It is a requirement of the Joint Council for Qualifications (JCQ) that all examination centres have a policy for controlled assessment.

Controlled assessment is the form of internal assessment that has largely replaced 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 awarding body specifications.

Controlled assessment applies different levels of control (Low, Medium or High) at each stage of the assessment process: task setting, task taking and task marking. In some subjects, the awarding body will mark work. For most subjects, however, work will be marked by the centre and moderated by the awarding body.

This policy lists the responsibilities of the relevant staff in terms of organising, administering and overseeing controlled assessment.

## **1. Senior Leadership Team**

The SLT will have one person in addition to the Head of Centre who is accountable for the safe and secure conduct of controlled assessments and will set in place standardised practice to ensure this. This person will ensure assessments comply with the JCQ guidelines and awarding bodies' subject specific instructions.

In the summer term prior to Key Stage 4, this person will begin to co-ordinate with Heads of Department and the Director of Learning Key Stage 4 to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic Years of Key Stage 4 or as appropriate for GCSE courses studied in other Years).

This person will 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 have a calendar of events.

Create, publish and update an internal appeals policy for controlled assessments.  
(Annex A)

## **2. Heads of Departments**

Heads of Department will understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting controlled assessments' and a copy of this document will be provided for them by the Exams Officer at the start of every year.

Heads of Department will decide upon the awarding body and specification for a particular GCSE and as a result the volume and regularity of controlled assessment.

Heads of Department will standardise the marking of all teachers involved in assessing an internally assessed component.

Heads of Department will ensure that individual teachers understand their responsibilities with regard to controlled assessment.

Heads of Department will 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, Heads of Department will ensure the development of new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Heads of Department will supply to the Examinations Officer details of all unit codes for controlled assessments.

Heads of Department will 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.

Heads of Department will provide the Examinations Officer with all controlled assessment or samples of controlled assessments that have been required by the examination boards for moderation according to the timeframes set out by the Examinations Officer.

## **3. Teaching staff**

Teaching staff will understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.

Teaching staff will 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.

Teaching staff will supervise assessments (at the specified level of control).

Teaching staff will undertake the tasks required under the regulations, only permitting assistance to students as the specifications allow.

Teaching staff will ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment. These forms need to be safely secured and given to the Head of Department as and when requested.

Teaching staff will mark internally assessed components using the mark schemes provided by the awarding body. Via the Head of Department, teaching staff will submit marks through the Exams Officer to the awarding body when required, keeping a record of the marks awarded.

Teaching staff will retain candidates' work securely between assessment sessions (if more than one).

After the completion of qualifications, Teaching staff will 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.

Teaching staff will ask the special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

#### **4. Examinations Officer**

The Examinations Officer will enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the awarding bodies' deadlines for final entries.

The Examinations Officer will work with the SENCO and ensure that applications are made for access arrangements for eligible students.

The Examinations Officer will enter students' 'cash-in codes' for the terminal examination series.

The Examinations Officer will, where confidential materials are received directly by the examinations office, be responsible for the receipt, safe storage and safe transmission whether in hard copy or CD/DVD format.

The Examinations Officer will receive/download and distribute marksheets for teaching staff to use, and collect and submit completed marksheets to awarding bodies before deadlines.

The Examinations Officer will, on those few occasions when controlled assessment tasks cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be undertaken.

#### **5. Special Educational Needs Coordinator**

The SENCO will ensure identification and testing of those students who may be eligible for access arrangements.

The SENCO will collaborate with Examinations Officer to ensure that appropriate access arrangements are made for eligible students.

The SENCO will work with teaching staff to ensure that requirements for support staff are met.



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**Ms C May BSc (Hons) MBA**  
Headteacher



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**Lady Annie Harding**  
Chair of Governors

**The policy is next due for review in September 2016**