

Bennett Memorial Diocesan School

Controlled Assessment Policy

LMT Responsibility:	Deputy Headteacher Curriculum
Type of Policy:	Non-statutory
Review Period:	Every 3 years
Next Review:	Summer 2016

Background:

- The GCSE specifications for most subjects published for study from September 2009 have replaced coursework with controlled assessment, following the recommendations in the QCA report published in June 2007. These changes to specifications have been supported further by recommendations for schools about the conduct of these controlled assessments contained in the QCDA publication *Managing GCSE Controlled Assessment. A centre-wide approach* (March 2010);
- 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:

The Deputy Headteacher with responsibility for the curriculum will:

- Ensure, on behalf of the Headteacher, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- Coordinate, with curriculum leaders, a schedule for controlled assessment to take place;
- Map overall resource management requirements for the year, resolving any problems over the timing, resourcing or operation of controlled assessments;
- Ensure all staff, students and parents have access to a calendar of controlled assessments

Curriculum leaders will ensure:

- The safe and secure conduct of controlled assessment in their area and that they comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated;
- All marking is standardised;
- All teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*";
- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required;
- All confidential materials, together with the work produced by the candidates, are stored securely at all times;

- The Special Educational needs Co-ordinator (SENCO) is informed about any assistance required for the administration and management of access arrangements;
- 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 videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians;
- That the applicable controls for the specification are applied when candidates undertake controlled assessment tasks, keeping a log of:
 - i. The date and time of each assessment together with its title;
 - ii. The name of the supervising teacher(s);
 - iii. A list of candidates who were present during the assessment;
 - iv. A list of any absent candidates;
 - v. A record of any incidents which occurred during the assessment is kept for each controlled assessment (the Examinations Officer should also be notified of any incidents).
- 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 should:

- 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;
- 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 the candidates, are stored securely at all times;
- Supervise assessments (**at the specified level of control**) and 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 to the curriculum leader at the date required, keeping a record of the marks awarded;
- Retain candidates' work securely between assessment sessions (if there are more than one).

The Exams Officer will:

- 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 of controlled assessment materials, whether in CD, digital 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.

The Special Educational Needs Co-ordinator will:

- Ensure access arrangements have been applied for prior to the commencement of the assessments;
- Work with teaching staff to ensure requirements for support staff are met.

Student Malpractice

The Headteacher will:

- Report to the appropriate awarding body at the earliest opportunity all incidents of malpractice;
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body;
- If the irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity;
- Supervise all investigations resulting from an allegation of malpractice.

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a student 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.

Monitoring and evaluation

This policy will be monitored annually by the Deputy Headteacher with responsibility for the curriculum.