 CONTROLLED ASSESSMENT POLICY

The governing body is committed to the safe and secure conduct of controlled assessments in the best interests of students and with clear guidelines for all relevant staff.

• All controlled assessments will comply with JCQ guidelines contained in the document ‘Instructions for Conducting Controlled Assessments’ of which every subject leader has access to a copy.

• All controlled assessments will also adhere to awarding bodies’ subject-specific guidelines.

• Every student will be given a copy of the relevant JCQ ‘Notice to Candidates’ before undertaking his/her first controlled assessment. This notice is also posted outside the Examinations Office and in the examinations section of the school website.

• As far as is possible the Head of Centre will ensure that controlled assessments are spread throughout the duration of KS4 in the interests of students’ workload and resource management, especially with regard to the use of limited ICT facilities.

• The school will ensure that access arrangements and special consideration guidelines are adhered to in relation to controlled assessments as they are with regard to formal written examinations.

Guidelines

Teaching Staff will:

• decide on the specification to be followed, in consultation with other teachers in the department and the Headteacher.

• ensure that they and individual teachers for whom they have responsibility are aware of and comply with all relevant guidelines from JCQ and awarding bodies.

• 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.

• standardise the marking of all teachers involved in assessing an internally assessed component.

• where appropriate develop new assessment tasks or contextualise sample assessment tasks to meet local conditions.

• supply to the Examinations Officer in good time all requested details concerning unit codes, entries and marks

• 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 that students and supervising teachers sign authentification forms on completion of the assessment

• monitor the completion and marking of controlled assessments by subject teachers within their area of responsibility

• post completion retain candidates’ work securely in a locked store or cupboard (for hard copies) or on a secure area of the school GDrive until after the closing date for enquiries about results. If such an enquiry is submitted, retain candidates’ work securely until the outcome of that enquiry and any subsequent appeal has been conveyed to the centre.

• understand and comply with the general guidelines contained in the JCQ publication ‘Instructions for conducting controlled assessments’.

• understand and comply with the awarding body’s subject specific requirements for conducting controlled assessments.

• 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 they and their students sign authentification forms on completion of an assessment.

• mark internally assessed components within a reasonable period of time following completion using the mark scheme provided by the awarding body and submit marks when required to the Examinations Office, keeping a record of the marks awarded.

• retain candidates’ work securely between assessment sessions where more than one such session is required.

SENCO will:

• ensure access arrangements have been applied for where necessary.

• work with teaching staff to ensure requirements for support staff are met

• liaise with teaching staff and the Examinations Officer to ensure appropriate

accommodation and facilities are available for access arrangement students.

HoC and Exams Officer will:

• enter students for individual units as requested by teaching staff before the entry deadline.

• enter students’ ‘cash-in’ codes for the terminal examination series.

• be responsible for the receipt, safe storage and transmission to teaching staff

of confidential materials received directly by the Examinations Office.

• download and distribute marksheets as required and collect and send

completed marksheets to awarding bodies before deadlines.

• assist departments to find suitable accommodation for controlled assessments.

Monitoring, Evaluation and Review:

This policy will be monitored by the Examinations Officer and evaluated and reviewed every year by the Headteacher and governing body.

Dissemination of the policy:

This policy is available on request to parents and carers, the LA and Ofsted through the Headteacher.

Other relevant policies:

Examinations policy

|  |  |
| --- | --- |
| Date approved by governors  | June 2020  |
| Date for review  | June 2021  |

For use by exams office staff (HoC/EO)

Controlled assessment

Risk management process

|  |  |  |
| --- | --- | --- |
| Risks and issues  | Remedial action  | Staff  |
| Forward planning  | Action  |
|  | Timetabling  |  |
| Assessment schedule clashes with other activities  | Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning  | Plan dates in consultation with school calendar – negotiate with other parties  | HT/DHT  |
| Too many assessments close together across subjects or lines of learning  | Plan assessments so they are spaced over the duration of the course  | Space assessments to at least allow candidates some time between assessments  | STAFF |
|  | Accommodation  |  |
| Insufficient space in classrooms for candidates  | Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment  | Use more than one classroom or multiple sittings where necessary  | STAFF |
| Insufficient facilities for all candidates  | Careful planning ahead and booking of rooms / facilities  |  | STAFF |

Risk management process

|  |  |  |
| --- | --- | --- |
| Risks and issues  |   | Staff  |
| Forward planning  | Action  |
|  | Downloading awarding body set tasks  |  |
| IT system unavailable on day of assessment  | Download tasks well ahead of scheduled assessment date in all cases  | Book IT equipment well ahead and download tasks before scheduled date of assessment  | STAFF/HOC |
| Teaching staff/assessors unable to access task details  | Test secure access rights ahead of schedule every year and every session  | Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time  | STAFF |
| Loss of task details in transmission  | Download tasks well ahead of scheduled assessment date  | Report loss to awarding body for replacement; download again  | STAFF/HOC |
| Validity of assessment  | Check task validity date  | Ensure task is still valid for year of entry of unit  | STAFF |
|  | Absent candidates  |  |
| Candidates absent for all or part of assessment (various reasons)  | Plan alternative session(s) for candidates  |  | STAFF |
| Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)  | Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes  | Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited  | STAFF |

Risk management process

|  |  |  |
| --- | --- | --- |
| Risks and issues  |  | Staff  |
| Forward planning  | Action  |
|  | Control levels for task taking  |  |
| Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)  | Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required  | Seek guidance from the awarding body  | STAFF |
|  | Supervision  |  |
| Student study diary/plan not provided or completed\*  | Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course  | Ensure candidates start, continue and complete study diary/plans that are signed after every session  | STAFF |
| Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility  | Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision  |  | STAFF  |
| Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising  | A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.  |  | STAFF |
|  |  |  |  |

\* Not all controlled assessment for GCSEs will require the completion of a study diary or study plans

Risk management process

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| --- | --- | --- |
| Risks and issues  |  | Staff  |
| Forward planning  | Action  |
|  | Task setting  |  |
| Teaching staff/assessors fail to correctly set tasks  | Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification\*\*  | Seek guidance from the awarding body  | STAFF |
| Assessments have not been moderated as required in the awarding body specification  | Check specification and plan required moderation appropriately  | Seek guidance from the awarding body  | STAFF |
|  | Security of materials  |  |
| Assessment tasks not kept secure before assessment  | Ensure teaching staff understand importance of task security  | Request/obtain different assessment tasks  | Subject Leaders  |
| Candidates’ work not kept secure during or after assessment  | Define appropriate level of security, in line with awarding body requirements, for each department as necessary  | Take materials to secure storage  | HOC |
| Insufficient or insecure storage space  | Look at provision for suitable storage early in the course  | Find alternative spaces  | STAFF/HOC |

\*\* All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

Risk management process

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| --- | --- | --- |
| Risks and issues  |  | Staff  |
| Forward planning  | Action  |
|  | Deadlines  |  |
| Deadlines not met by candidates  | Ensure all candidates are briefed on deadlines/penalties for not meeting them  | Mark what candidates have produced by deadline and seek guidance from awarding body on further action.  | STAFF |
| Deadlines for marking and/or paperwork not met by teaching staff/ assessors  | Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines  | Seek guidance from awarding body  | STAFF |
|  | Authentication  |  |
| Candidate fails to sign authentication form  | Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in  | Find candidate and ensure form is signed  | STAFF |
| Teaching staff/assessors fail to complete authentication forms or leave before completing authentication  | Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature  | Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season  | STAFF |

Risk management process

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| --- | --- | --- |
| Risks and issues  |  | Staff  |
| Forward planning  | Action  |
|  | Marking  |  |  |  |  |  |  |  |  |  |  |
| Teaching staff/assessors interpret marking descriptions incorrectly  | Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.  | Arrange for remarking. Consult awarding body specification for appropriate procedure  | HOC/STAFF |
| Centre does not run standardisation activity as required by the awarding body  | Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.  | Check with the awarding body whether a later standardisation event can be arranged.  | HOC/STAFF |