

Denefield School



GCSE CONTROLLED ASSESSMENT POLICY

Status – Recommended

As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. The report which was published in June 2007 recommended that coursework should be replaced in the majority of subjects by controlled assessment:

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 however, work will be marked by the centre and moderated by the awarding body.

Roles and responsibilities of headteacher, other staff, governors

The Senior Leadership Group:

To be accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ (Joint Council for Qualifications) guidelines and awarding bodies' subject-specific instructions.

At the start of the academic year, a Deputy Head will begin co-ordinating with Curriculum Area Leaders to schedule controlled assessments. (The school will ensure controlled assessments are spread throughout the academic Years of Key Stage 4). Once arranged, the timetable to be passed to both the Exams Officer and to Data Manager to include on the school calendar. The level of control must be informed to the Exams Officer.

To map overall resource management requirements for the year. As part of this to 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).

To ensure that all staff and students have a calendar of events.

Curriculum Area Leaders:

To decide on the awarding body and specification for a particular GCSE.

To ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

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

To ensure that individual teachers understand their responsibilities with regard to controlled assessment and the level of control required for the assessments.

To ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teacher's note, and any other subject specific instructions.

Where appropriate, to develop new assessment tasks or contextualised sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

To lock all controlled assessments in a secure locked cabinet between lessons.

Teaching staff:

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

To 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.

To supply to the exams office details of all unit codes for controlled assessments

To obtain the controlled assessment task details from the exam boards. To 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.

Work may be handwritten in black ink or word processed. Print-outs, charts and videos can be included where appropriate.

Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

To supervise assessments (at the specific level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

Controlled Assessment may take place during timetabled class time. Each student must keep a research diary to note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.

To ensure that students and supervising teachers sign authentication forms on completion of an assessment.

To 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.

To retain candidates' work securely between assessment sessions (if more than one).

Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away at the end of each session.

If a student is absent, the teacher must allow that student the chance to make up the time, if necessary. Attendance records from assessments sessions should be kept by the class teacher.

Post-completion, to retain candidates' work securely until the closing date for enquiries about the results (20 September of each academic year. In the event than an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

To ask the SENCO for any assistance required for the administration and management of access arrangements.

If suspected malpractice occurs, the Headteacher and Exams Officer must be informed. If a student's work is lost within the school, the Exams Officer must be informed and they will notify the relevant Board.

Exams office:

To enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

To 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.

To collect and send marksheets to awarding bodies before deadlines.

In the case of long absences of students, special consideration should be applied for.

SENCO / additional student services staff:

To ensure access arrangements have been applied for.

To work with teaching staff to ensure requirements for support staff are met.

Relationships to other policies:

Assessment Policy
Assessment Policy for Appeals
Learning & Teaching Policy
Whistleblowing

Date established by Governing Body: 1/12/10

Date for full implementation: September 2010

Date for review: Dec 2012

