



Controlled Assessment Policy

Status

Recommended

Purpose

Denefield's approach to 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

The Senior Leadership Team will:

- 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, the Deputy Head will start co-ordinating with Curriculum Leaders in order to schedule controlled assessments. The school will ensure controlled assessments are spread throughout the academic years of Key Stage 4. Once arranged, the timetable will be passed to both the Examinations Officer and to the Data Manager for inclusion in the school calendar. The Examinations Officer must be informed of the level of control.
- map overall resource management requirements for the year, including clashes/problems over the timing or operation of controlled assessments and issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.).
- ensure that all staff and students have a calendar of events.

Curriculum Leaders will:

- 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 certified, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- 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 and the level of control required for the assessments.
- 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.
- develop, where appropriate, new assessment tasks or contextualised sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- lock all controlled assessments in a secure locked cabinet between lessons.

Teaching staff will:

- read and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- read 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.
- supply to the exams office details of all unit codes for controlled assessments.
- obtain the controlled assessment task details from the exam boards.
- 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.
- 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.
- 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 (if more than one).
- ensure that separate user accounts are 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.
- allow a student who is absent to make up the time, if necessary. Attendance records from assessments sessions should be kept by the class teacher.
- retain candidates' work securely, post-completion, until the closing date for enquiries about the results (20 September of each academic year).
- retain candidates' work securely in the event that an enquiry is submitted until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- ask the SENCO for any assistance required for the administration and management of access arrangements.
- inform the Headteacher and Examinations Officer if suspected malpractice occurs.
- inform the Examinations Officer if a student's work is lost within the school, and they will notify the relevant Board.

The Examinations 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.
- be responsible for the receipt, safe storage and safe transmission, whether in CD or hard copy format, of confidential materials which are directly received by the exams office.
- collect and send mark sheets to awarding bodies before deadlines.
- apply for special consideration in the case of long absences of students.

The SENCO will:

- ensure access arrangements have been applied for.
- work with teaching staff to ensure requirements for support staff are met.

The Governors will:

- monitor through curriculum leader reports, the effectiveness of controlled assessment in form of its contribution to student progress.

Who/what was consulted?

Senior Leadership Team

Relationship to other policies:

Assessment Policy

Assessment Policy for Appeals

Learning & Teaching Policy

Whistleblowing Policy

Adopted: May 2014

Review cycle: May 2017

Appendix 1: Appeals against internal assessment of work for external qualifications procedure

Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series (so the appeal must be made before a date in mid-June for the summer series as presently timetabled.)

Appeals should be made in writing to the Examinations Officer, who will refer it to the Senior Leadership Team (SLT) member responsible for exams to investigate the appeal.

The Examinations Officer and SLT member will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the Qualifications and Curriculum Authority (QCA). This will be done before the end of the series (currently the end of June for the summer series.)

Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.

The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Should a student wish to appeal against the outcome, this should be done in writing to the Headteacher within seven days of being informed of the decision.

After work has been assessed internally, it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks for internally assessed work. This is outside the control of Denefield School and is not covered by this procedure. The Examinations Officer will supply a copy of the appeals procedure of the relevant examinations board on request.