

CONTROLLED ASSESSMENT POLICY

Updated: November 2016

Review date: November 2018

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

The aims of this policy are:

- To ensure that students are given the support they need to maximise the opportunity to achieve.
- To ensure that controlled assessments are well organised and managed so that they run smoothly without problems.
- To ensure that departments are given sufficient support to manage the controlled assessment process.

In order that we conform to national and exam board regulations with regard to controlled assignments it is vital that we have a co-ordinated approach. The main responsibilities are outlined in this policy.

Process of Controlled Assessment

The process has 3 stages:

1. Task Setting
2. Task Taking
3. Task Marking

1. Task Setting:

Tasks are set either by the awarding body (High Control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.

2. Task Taking:

Three levels of control apply:

- i. **Low control** – students can work unsupervised outside the classroom. This is normally the research stage.
- ii. **Medium control** – students can work under informal supervision. This is normally the analysis stage.
- iii. **High Control** – Students complete their task under direct supervision throughout. This is the write up stage.

3. Task Marking

Task Marking has either a High or Medium Control level. High Control means that the Awarding Body marks the tasks. Medium Control is where work is assessed by the teacher and externally moderated by the Awarding Body.

Responsibilities of the Exams & Data Manager

- To provide Subject Leaders with the information, support and guidance they need in order to comply with JCQ requirements.
- To provide Subject Leaders with the information, support and guidance they need in order that they can best support and maximise the performance of students.
- To ensure that Faculties have sufficient information and guidance to organise and manage their controlled assessments effectively.
- To co-ordinate access to ICT and liaise with the Network Manager in order to create access groups so that students only have access when controlled assessments occur.
- To monitor Faculty processes and procedures in order to ensure compliance with JCQ requirements and support student performance.
- To create, publish and update an internal appeals policy for controlled assessments.
- To troubleshoot problems and issues as they arise.
- To collect and send marksheets to awarding bodies before deadlines.
- To oversee formal student appeals.

Responsibilities of Heads of Faculty

- To read and act on the specific instructions and information provided by the Joint Council for Qualifications.
- To decide on the Awarding Body and specification for a particular qualification.
- To plan controlled assessments and complete the Controlled Assessment Schedule (Appendix 1).
- 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.
- To 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, to develop new assessment tasks or contextualise sample Awarding Body assessment tasks to meet local circumstances, in line with specifications and control requirements.
- To ensure that teachers and students know the assessment criteria they are expected to meet. (Note - any explanation or interpretation given by a teacher **MUST** be general and not specific to a candidate's work).
- To nominate subject specific staff who will have responsibility for liaising with the Exams & Data Manager and for organising/managing controlled assessments within the subject area.
- To download and distribute mark sheets for teaching staff to use.
- To keep all controlled assessment materials secure (as per guidelines) and provide secure storage for candidates' work.
- On the few occasions where controlled assessment cannot be conducted in the classroom, to arrange suitable accommodation where they can be carried out.
- To supply details of all unit codes for controlled assessments to the Exams & Data Manager.

- To ensure that all teachers responsible for supervision know the level of control
 1. High or Formal Level of Control; or
 2. Medium or Informal Level of Control; or
 3. Low or Limited Level of Control
 as detailed in the specification. Subject teachers should familiarise themselves with the JCQ document that explains the supervision requirements.
- To collect copies of work produced. If this occurs over several sessions, to ensure that all work is stored securely. Work produced electronically may be kept secure through the use of our secure groups' process.
- Post-completion, to retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, to retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- To liaise with the Special Educational Needs Coordinator (SENCO) for any assistance required for the administration and management of access arrangements. (Students who are entitled to special access arrangements in normal written examinations are entitled to the same access for controlled assessments. As with written examinations, an approved application must be on file. Access arrangements might include extra time of up to 25%, reader, scribe).
- To ensure that marking is accurate and that work is internally moderated.
- To arrange opportunities for students to catch-up or re-sit, as appropriate.
- To ensure accurate completion of Controlled Assessment Submissions and Authentication sheets and that a "Declaration of Authentication" sheet has been signed and dated by the student and the teacher.

Students

- Students should follow directions from staff and produce work commensurate with their ability.
- They are responsible for signing the authentication sheet.
- If at any stage during the course they have concerns about procedures used in assessing internally marked work, they should see the Exams & Data Manager as soon as possible.

Responsibilities of the Network Manager

- To set up access accounts as requested by departments.
- To switch on and shut down access at the start and end of controlled assessment periods for each Faculty/Subject Area.
- To liaise with the Exams & Data Manager if problems are encountered.