

Controlled Assessment Policy

EBN Trust

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GCSE Controlled Assessment Policy

1.0 Introduction

- 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 assessments.
- Controlled assessment is a form of internal assessment where the control levels (Formal, Informal and Limited) 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.

2.0 Roles and Responsibilities

2.1 The Vice Principal, Principal and Examinations Officer will:

- Ensure, on behalf of the Executive Principal, that each department carries out controlled assessment in accordance with the current instructions issued by the Joint Council for Qualifications (JCQ);
- Co-ordinate with SLT for each department a schedule for controlled assessment to take place;
- Map overall resource management requirements for the year. As part of this 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);
- Ensure all staff, students and parents have access to a calendar of controlled assessments.

2.2 SLT for each department will ensure:

- The Vice Principal, Principal and Examinations' Officer are informed when and where high level assessments will take place;
- The safe and secure conduct of controlled assessment in their area and 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**;
- Standardise internally the marking of all teachers involved in assessing an internally assessed component;
- All teachers in their departments understand their responsibilities with regard to controlled assessment and are familiar with the contents of the current JCQ publication "Instructions for conducting controlled assessments":

- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction;
- There is a clear policy in the scheme of work on the carrying out of controlled assessment and appropriate staff training takes place on an annual basis;
- All confidential materials, together with the work produced by the candidates, are stored securely at all times within the department. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar;
- All confidential materials held electronically, together with the work produced by the candidates electronically, must be stored securely at all times i.e. secure passwords
- The Examinations' Officer 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 candidate are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians;
- A record is kept which contains:
 - The date and duration of every assessment period together with its title;
 - The name of the supervising teacher;
 - A list of candidates who were present during the assessment;
 - A list of any absent candidates or those who lost part of the time allowance for that assessment;
 - A log of any incidents which occurred during the assessment period is kept for each controlled assessment;
- Arrangements are made for students who have missed part of a controlled assessment, for any reason, to make up for full time;
- Arrangements are made for suitable cover for long term absence of staff.
- Informal controlled assessment resources are not as tightly prescribed and group work is normally permitted, however, assessable outcomes must be attributed to individual candidates.
- Limited controlled assessments permit the student to work without direct supervision and work may take place outside the classroom.

2.3 Teaching staff must:

- Ensure that relevant display materials are removed or covered up;
- Ensure that printed work contains the candidate's name and candidate number as a header or footer;
- Comply with the general guidelines contained in the current 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 SLT for the department by the date required, keeping a record of the marks awarded;
- Retain candidates' work securely between assessment sessions (if more than one);
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- With the Examinations' Officer make arrangements for separate, subject specific user accounts for high level controlled assessments.

2.4 The SLT for Assessment will ensure

- With the Examinations' Officer, that students entitled to Access Arrangements are given the appropriate assistance;
- Access Arrangements have been applied for;
- With teaching staff ensure that requirements for support staff are met.

2.5 The Examinations Officer will ensure:

- Student entries for individual units are made, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries;
- Students' 'cash-in' codes are entered for the terminal exam series;
- Special Consideration is applied for if
 - The candidate has long term absence from a controlled assessment for medical reasons;
 - The candidate is disadvantaged for the period of a controlled assessment for other reasons;
- Responsibility is taken for receipt of examination materials, safe storage and safe transmission, whether in CD, digital or hard copy format;
- Distribution of mark sheets for teaching staff to enable them to collect marks and send the mark sheets to awarding bodies before deadline;
- Arrangements be made, on the few occasions where controlled assessment cannot be conducted in the classroom, for suitable accommodation where controlled assessment can be carried out, at the direction of the Vice Principal and Principal ;
- All candidates have been provided with the current JCQ Notice to Candidates (for controlled assessments) at the start of each year and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

3.0 Student Malpractice

The Vice Principal and the Examination Officer will:

- Investigate any alleged malpractice internally and record the outcome, if the irregularity is discovered prior to the candidate signing the declaration of authentication form;
- Submit full details of the case to the relevant awarding body at the earliest opportunity if the irregularity is identified after the candidate has signed the declaration of authentication.

4.0 Teacher Malpractice

- The Academy Trust will carry out an investigation where it is evident that a teacher has helped a candidate 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 academy; the awarding body will be informed.