

# Controlled Assessments Policy

## Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with Joint Council for Qualifications guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Heads of Department/Subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- 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 that all staff involved have a calendar of events

## Heads of Department/Faculty

- 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, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Supply to the exams office details of all unit codes for controlled assessments
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that all the teachers in the Faculty/Department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*". There is a copy on the Q Drive, if your Department/Faculty doesn't have one or download from JCQ's website.
- 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, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Have ultimate responsibility in ensuring that all confidential materials, together with the work produced by the candidates, are stored securely at all times in accordance with sections 2.1 and 2.2 of "*Instructions for conducting controlled assessments*".
- For specific ICT arrangements e.g Internet access, no spell checker etc. co-ordinate with Network Manage ensuring sufficient notice is given.
- Know the three levels of supervision i.e. Formal, Informal or Limited and which one applies to your subject.

- Keep a Faculty/Departmental log which contains:
  - The date and time of each assessment 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
  - A log of any incidents which occurred during the assessment

## Teaching staff

- Understand and comply with the general guidelines contained in the 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.
- Ensure students fully understand the penalties incurred in the case of any kind of malpractice.
- 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 in accordance with sections 2.1 and 2.2 of *"Instructions for conducting controlled assessments"*.
- Ensure that, where appropriate, Support Staff be given sufficient notice in which to order and prepare materials needed for assessments.
- Supervise assessments (**at the specified level of control**). Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows.
- Ensure that pupils 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).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- Keep a log which contains:
  - The date and time of each assessment 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
  - A log of any incidents which occurred during the assessment

## Exams office staff

- 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.
- 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.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- Create, publish and update an internal appeals policy for controlled assessments.
- Ensure each candidate receives electronically copies of the JCQ *Notice to Candidates* including the one for controlled assessments at the start of Yr 10 and again in February of Yr 11 with their Statements of Entry.

## Special educational needs coordinator/additional learning support

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

## Important! All who conduct Controlled Assessments should be aware of the following changes and understand.....

- The three levels of supervision i.e. **Formal**, **Informal** or **Limited** and the differences in the management of these assessments. This may vary from subject to subject.
- That in the case of Formal supervision candidates should **NOT** have access to e-mail, the internet. *Mobile phones* or any other electronic devices must be handed in for Informal or Limited assessments at request of supervisor. If not requested to be handed in these devices must not be used and switched off.
- That if videos or photographs/images of the candidates are to be included as part of presentation consent must be obtained from parents/carers/guardians.
- That formal permission is not needed for Word Processing *unless otherwise stated in the Examination Board's Specification*. A candidate using a word processor must ensure that his/her name appears on every page as a header or footer.