



## CONTROLLED ASSESSMENTS POLICY (GCE and GCSE)

### 1. Purpose of the policy

This purpose of this policy is to:

- identify staff responsibilities in planning and managing GCE and GCSE controlled assessments;
- examine potential risks and issues relating to the implementation of controlled assessment for GCE and GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

This policy complies with JCQ's *General Regulations 5.7 Centre assessed work* in that the centre is required to "e) have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments"

This policy does not cover specific *Instructions for conducting coursework* which is provided by JCQ and awarding bodies.

### 2. Staff responsibilities in planning and managing GCE and GCSE controlled assessment

#### Head of Centre

The Headmaster, as Head of Centre, has overall responsibility for the conduct of all examinations. Within the Senior Leadership this responsibility is delegated to the SLT; Teaching Staff and Examinations Officer. He is:

- accountable for the safe and secure conduct of controlled assessments, ensuring that assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- required to coordinate with Heads of Department at the start, or in advance of, the academic year to schedule controlled assessments;
- required to map overall resource management requirements for the academic year. As part of this he will 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 provide all relevant staff with a calendar of events;
- required to create, publish and update an internal appeals policy for controlled assessments.

### Heads of Department

- Decide on the awarding body and specification for a particular GCE/GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject-specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

### Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body's 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 confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment and ensure that such materials 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 candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body.
- Inform candidates of the marks which have been submitted to the awarding body, but in doing so make it clear that those marks are subject to change through the moderation process. Candidates must be advised of their marks within a sufficient window in order to allow time for any internal appeal to be concluded **prior** to the submission of centre marks to the awarding body.
- Submit marks to the awarding body by the published deadline, 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 Deputy Head (Academic) for any assistance required for the administration and management of access arrangements.

### Examinations officer

- 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 marksheets for teaching staff to use.
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the Director of Studies and/or Deputy Head (Academic).

### Deputy Head of Academic

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

### 3. Risk management process

	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	Deputy Head (Academic)
Too many controlled assessments close together across GCE and GCSE subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates reasonable time between them	Deputy Head (Academic)
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary	Head of Department
Insufficient facilities for all candidates	Careful planning ahead and booking of school facilities		Head of Department

<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Head of Department Director of Studies
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	Head of Department Director of Studies
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Head of Department Director of Studies Examinations Officer
<b>Absent candidates</b>			
Candidates absent for all or part of assessment	Plan alternative session(s) for candidates		Head of Department Teaching Staff
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body.	Director of Studies, Head of Department, Teaching Staff and Examinations Officer

<b>Supervision</b>			
Student study diary/plan not provided or completed*	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Head of Department Teaching Staff
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments		Head of Department Teaching Staff
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification		Director of Studies, Head of Department; Teaching Staff and Examinations Officer