



Controlled Assessment Policy

Responsibility:	G.Alvarado
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What is Controlled Assessment

Controlled Assessment is a form of internal assessment/moderation where the control levels for each assessment stage (task setting, task taking and task marking) have been defined by the Department for Education (formerly Qualifications and Curriculum Development Agency :QCDA) for all awarding bodies. Each stage has a level of control (high, medium or low) to ensure reliability and authenticity and to make assessments more manageable for teachers and students.

OUTLINE

Departments make arrangements to obtain assessment tasks and make appropriate arrangements for the time and venue. Controlled Assessment may take place during timetabled class time.

There are two control levels of marking:

- ❖ Medium : work is assessed by the teacher and externally moderated by the exam board
- ❖ High : Work is marked by the exam boards.

- The Exams Officer should be notified when a high level assessment is taking place.
- Departments must store student material securely, or arrange for them to be stored with the exams officer.
- There must be standardisation of marking where teacher assessed work involves more than one teacher.
- The exams officer must be informed in the case of malpractice.
- Student's work lost within the school must be reported to the exams officer.
- Teachers and candidates must sign appropriate authentication forms.
- Teachers must liaise with the Senco for access arrangements
- For long periods of student absence, the exams officer must be informed so as to apply for Special Consideration.
- All collaborative work by students must be written up in the student's own words.
- Assessment marks must be submitted before the relevant deadlines.
- Assistance must comply with the limits set out in the Specification.

Departments to keep a record of:

- (i) Assessment title and date and time of assessment
- (ii) Supervising teacher's name
- (iii) Register of candidates

STAFF RESPONSIBILITIES

Senior Leadership Team

- Accountable for the safe and secure conduct of Controlled Assessment and compliance with JCQ guidelines and awarding bodies subject-specific instructions.
- Consult with heads of departments to ensure that Controlled Assessments are spread throughout the KS4 academic years.
- Map overall resource management requirements for the year. As part of this resolve: clashes/problems arising over the timing or operation of Controlled Assessment; issues arising from the need for particular facilities (rooms/IT networks/time out of school etc.)
- Ensure that all staff has a calendar of events.

Curriculum Team Leadership

- Ensure that 40% of overall assessment is taken in the exam series when the qualification is certificated.
- Ensure that there is internal standardisation of marking where more than one teacher/assessor is marking students' work.
- Ensure that individual teachers understand their responsibilities with regard to Controlled Assessment and specific awarding body requirements relating to the subject they are assessing.
- Where appropriate, develop new assessment tasks or contextualise appropriate sample awarding body assessment tasks in line with awarding body specifications and control requirements.

Teaching Staff

- Inform the exams officer of all unit codes for Controlled Assessment.
- Understand and comply with the general guidelines contained in the JCQ publication Instructions for Conducting Controlled Assessments.
- Understand and comply with the awarding body specifications for conducting Controlled Assessment, including any subject specific instructions, teachers' notes or additional information from the awarding body.
- Obtain confidential material set by awarding bodies in sufficient time to prepare for assessment/s.
- Ensure that all relevant display material is removed or covered up.
- Ensure that assessment material is stored securely at all times according to arrangements made for secure storage.
- Supervise assessments according to requirements of the specific level of control.
- For long periods of student absence, the exams officer must be informed so as to apply for Special Consideration.
- Ensure that all collaborative work by students must be written up in the student's own words
- Record of any irregular incident, giving names of all involved, the date, time and name of Assessment. Where there is malpractice it will be dealt with under the disciplinary procedures of the school and the relevant awarding body informed.
- Teachers must liaise with SENCO for access arrangements which will be done online by the exams officer.

- Ensure that students and supervising teachers sign authentication forms on completion of each assessment.
- Mark internally assessed components using awarding body mark schemes.
- Keep a record of marks and submit these through the Exams Office to the awarding body.
- Assessment marks must be submitted before the relevant deadlines.
- Keep candidates' work securely between sessions in the exam office. A register of material handed in and returned for additional work will be kept.
- All work must be kept secure until the closing date for enquiries about results.
- Provide Learning Support Department with access arrangement applicants' names well in advance of timetabled assessment.

Exams Office Staff

- Enter all students for all applicable assessments before published deadlines.
- Enter cash-in-codes for terminal exam series.
- To take responsibility for the safe storage and transmission of all confidential material received.
- Download and distribute marksheets for teaching staff to use. Ensure that marksheets are sent to awarding bodies after return before deadlines.
- Arrange suitable venue for controlled assessment at the direction of Senior Leadership team, in instances where a classroom is not suitable.

Special Educational Needs/ Learning Support Department

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