

This policy is for the whole school including the Early Years Foundation Stage (EYFS).

Controlled assessment is an internal assessment and replaces coursework in GCSEs. It is used for those aspects of a subject which cannot be readily assessed by an external examination.

Different GCSE subjects require different amounts of controlled assessment, but all fall into one of three categories:-

- Subjects with 60% controlled assessment
- Subjects with 25% controlled assessment
- Subjects with no controlled assessment

Within each controlled assessment are levels of control. These can be designated as 'high', 'medium' or 'low'. These are to ensure reliability and authenticity, as well as to make assessments more manageable for both teachers and students.

The level of control determines who sets the assessment, the conditions for carrying out the assessment and who marks the assessment.

### **Use of Word Processors/Laptops in Examinations**

Students may only request to use their laptops in an external examination if it is their primary mode of working.

### **The Senior Team**

- Should monitor the operation of Controlled Assessments.
- Should map overall resource management requirements for the year. As part of this resolve:
  - o clashes/problems over the timing or operation of controlled assessments.
  - o issues arising from the need for particular facilities (rooms, IT networks, etc.)
  - o possible issues regarding resitting of controlled assessment tasks
- Should ensure, in conjunction with the Examinations Officer/Assistant, that all staff involved have a calendar of events.
- Should ensure that the Examinations Officer/Assistant creates, publishes and updates an internal appeals policy that applies to all internally marked work for external examinations, including controlled assessments.

### **Heads of Department**

- Should decide on the awarding body and specification for a particular GCSE - taking into account Controlled Assessment requirements.
- Should ensure that at least 40% of the 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.
- Are accountable for the safe and secure conduct of controlled assessments. They must ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Should ensure all department staff understand their roles and responsibilities.
- Should coordinate the scheduling of controlled assessments with other subjects to ensure that controlled assessments are spread throughout the academic years of the Seniors.
- Should standardise internally the marking of all teachers involved in assessing internally marked Controlled Assessments.

- Are responsible for ensuring that assessment tasks meet the requirements of the awarding body specifications, and for applying the relevant control requirements. (For example, by internally checking and approving assessments written by teaching staff and/or assessors, or ensuring they have been approved by the awarding body).
- Should ensure that individual teachers in their department understand their responsibilities with regard to Controlled Assessments.
- Should 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.
- Should ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Should, 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.
- Should understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments - a copy of which is to be made available by the Examinations Officer/Assistant.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any line of learning, level and unit specific instructions, teachers' notes or additional information on the awarding body's website.
- Should supply to the Examinations Officer/Assistant details of all unit codes for controlled assessments. This should include any "cash in" codes.
- Should, where appropriate, obtain confidential materials/tasks set by the awarding bodies from the Exams Office in sufficient time to make preparation for assessments and ensure that such materials are stored securely at all times.
- Should follow the requirements for supervision as set out in the awarding body specification at the specified level of control, only permitting assistance to students as the specification allows.
- Retain candidates' work securely between assessment sessions (if more than one).
- Submit marks through the Examinations Officer/Assistant to the awarding body when required, keeping a record of the marks awarded.
- 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.

## Teaching staff

- Should understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments. A copy of which should be made available to all Staff by the Examinations Officer/Assistant.
- Should 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.
- Should supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Ask the Lead TA for any assistance required for the administration and management of access arrangements.

## Examinations Officer/Assistant

- Should ensure, in conjunction with the Senior Team, that all staff involved have a calendar of events

- Should, in consultation with the School Management Team, create, publish and update an internal appeals policy that applies to all internally marked work for external examinations, including controlled assessments.
- Should enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Should 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.
- Should download and distribute mark-sheets for teaching staff to use, and collect and send mark-sheets to awarding bodies before deadline
- Should liaise with the Lead TA to ensure that any access arrangements are applied for prior to the assessments and that any special considerations applied for after the assessments have been made, as necessary.
- Should ensure that any appeals regarding Controlled Assessments follow the procedures laid down in the internal appeals policy document that applies to all internally marked work for external examinations, including controlled Assessments.

#### Lead TA

- Should liaise with the Examinations Officer/Assistant to ensure that any access arrangements are applied for prior to the assessments.
- Work with teaching staff to ensure requirements for support staff are met.

#### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards  
Departmental Handbook  
Examinations Policy  
Complaints Policy (Parents)  
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: May 2019