



Hagley Catholic High School Controlled Assessment Policy



Controlled Assessment is a form of internal assessment that replaces coursework in GCSEs. It encourages a more integrated approach to teaching, learning and assessment and enables teachers to confirm that students carried out the work involved. As the name suggests, it applies increased control over assessment of students' work at three critical points:

Task setting – teachers can choose from a wide range of tasks set by awarding bodies, which can be contextualised to suit local circumstances. Arrangements will differ by subject, with some subjects allowing centres to set tasks.

Task taking – there are several levels (and types) of supervision under which assessment can take place, depending on the skills involved.

Supervision can be:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Generally this will be done by subject teachers in regular lesson time.

Task marking – awarding bodies provide mark schemes or criteria.

Controlled Assessment Policy

- It is the responsibility of the subject leader to obtain the controlled assessment task details from the examination boards or liaise with the exam office dependent on subject/awarding body.
- The subject leader should choose the most appropriate time for the controlled assessment to take place (in consultation with school calendar) and inform curriculum manager of dates as early as possible in the academic year, at the latest by 31st October.
- The controlled Assessment may take place during timetabled class time.
- The subject leader must plan with the department how the assessment will take place, taking into account the accommodation and resources required.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of supervision permitted (Formal, Informal, Limited) and that when candidates are undertaking the tasks, the controls are complied with.
- Check if the controlled assessment guidelines for your subject require the completion of a study diary or study plan and ensure students sufficiently instructed.

- All assessment materials must be securely stored; locked in a suitable secure cabinet at the end of each session. Work produced over several sessions must be collected and stored securely at the end of each session.
- Separate user accounts for exam use must be used for high level of control. These must have no access to internet or e-mail. If work is saved on memory sticks these must be collected in after each session and locked away as above.
- Should you require assistance with IT equipment, set up of accounts etc. the IT Technical Department must be informed at least six weeks before the controlled assessment.
- If an IT venue is required, this should be booked at the start of the academic year or at least six weeks before the controlled assessment, which ever is sooner.
- Teachers should be able to accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up the missed controlled assessment.
- If a scheduled assessment cannot be repeated or for long absences the exam officer must be informed in order to contact awarding body for advice and if necessary, apply for special consideration.
- Entries for controlled assessment must be made at the appropriate time.
- Attendance records and seating plans from assessment sessions should be kept by class teacher. These should include the date and time of the assessment, name of supervisor and a log of any incidents which occur during the course of assessment.
- Written material may be handwritten using black ink or, where possible, word processed. Printouts, charts and videos can be included where appropriate.
- Where permitted by the specification, students may work with others or as part of a group, each candidate must write up his/her own account in own words.
- If suspected malpractice occurs, the exams officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board.
- Where controlled assessments are internally assessed and externally moderated, centres must standardise marking to make sure that all candidates at the centre have been marked to the same standard.
- Authentication forms must be signed by teachers and candidates.
- Ensure that access arrangements are in place for relevant students.
- The HOD must ensure that the mark forms are completed in accordance with the instructions given and that marks are submitted to the awarding body by the date specified.
- Candidates work must be securely stored, as described above, until all results have been verified.

Staff responsibilities - GCSE controlled assessment

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ 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, ICT, time out of school etc.)
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- 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.
- Submit marks to the awarding body when required, giving the exam office a copy and keeping a record of the marks awarded.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- 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.

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.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain (from HOD) confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.

- Ensure that students have been told of all deadlines, requirements and regulations relating to the controlled assessments
- Supervise assessments (at the specified level of control). 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.
- 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 learning support coordinator for any assistance required for the administration and management of access arrangements.
- 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.

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 marksheets for teaching staff to use, and collect and instruct that marksheets are sent to awarding bodies before deadlines.

Learning support coordinator

- Ensure access arrangements have been applied for.
- Ensure Departments are fully aware of Access Arrangement requirements.
- Work with teaching staff to ensure requirements for support staff are met.
- Ensure that the course is appropriate for the student.