



To nurture each individual's aspirations and talent
To provide outstanding learning experiences and opportunities
To promote respect for one another and the environment
To encourage collaboration and partnership

CONTROLLED ASSESSMENT POLICY

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Status:	Recommended

Purpose

The purpose of this policy is:

- To ensure the planning and management of controlled assessments at the school are conducted efficiently and in the best interest of students.
- To ensure the operation of an efficient system for controlled assessments with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the school's controlled assessment processes to read, understand and implement this policy.

Staff responsibilities

Senior leadership team member with responsibility for exams:

- Is accountable for the proper, efficient and secure conduct of controlled assessments. They must ensure that assessments comply with Joint Council for Qualifications guidelines and awarding bodies' subject-specific instructions.
- In June coordinate with heads of departments a schedule of controlled assessments for the next academic year.
- Pass the schedule of dates for controlled assessments to Ros Dolton for inclusion in the school calendar.
- Must resolve clashes or problems over the timing or operation of controlled assessments and any issues arising from the need for particular facilities.
- Ensure all staff involved have a calendar of events.
- Create, publish and update an internal appeals protocol for controlled assessments.

Heads of Department must:

- Decide on the awarding body and specification for a particular GCSE.
- Supply to the exams office details of all unit codes for controlled assessments in the Summer term prior to the next academic year.
- Standardise the marking of all teachers involved in internal assessment.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessments and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Where appropriate, develop new assessment tasks in line with awarding body specifications and controlled assessment requirements.
- Post-completion, retain students' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, they must ensure that students work is

kept securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Teaching staff must:

- Understand and comply with the general guidelines contained in the Joint Council for Qualifications 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.
- Obtain confidential materials set by awarding bodies in sufficient time to prepare for the assessment and ensure that they are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the awarding body's specification for conducting controlled assessments, only permitting assistance to students as the specification allows.
- Mark internally assessed components using the mark schemes provided by the awarding body. They must then submit marks through the exams office by the published deadline to the awarding body, keeping a record of the marks awarded.
- Retain students' work securely between assessment sessions (if more than one).
- Ask the appropriate Special Educational Needs Co-ordinator for any assistance required for the administration and management of access arrangements.

Teaching staff must not:

Attempt to convert marks to grades in advance of the publication of results. If disclosing marks to students, teachers should make clear that the moderation process may result in changes to marks.

The exams officer must:

- 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.
- Be responsible for receipt, safe storage and safe transmission of confidential materials directly received by the exams office, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where the controlled assessment can be carried out, at the direction of the senior leadership team.

Special Educational Needs Co-ordinator must

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