



Regency High School Controlled Assessment Policy

Authorised by: Chair of Governors

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Signed by:

Date:

Outlining Staff Responsibilities

The purpose of this document is to help the Examinations Officer and member of staff identify their responsibilities in planning and managing controlled assessments. It shows how responsibilities within GCSE and Functional Skills and Entry Level qualifications should be allocated to colleagues such as teachers and the LMT.

GCSE Controlled Assessment

1.1 Leadership Management Team (LMT)/Examinations Officer

- The LMT are accountable for the safe and secure conduct of controlled assessments. In collaboration with the Examinations Officer they must ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- At the start of the academic year, the Assistant Headteacher and Examinations Officer should begin co-ordinating with subject leaders to schedule controlled assessments and ensure that these are being conducted at relevant points through the whole examination cycle.
- The Assistant Headteacher must ensure that controlled assessments are planned so that students are not subject to high levels of work load at a single point in time.
- The Assistant Headteacher and Examinations Officer must map overall resource management over the timing of controlled assessments, particularly where facilities such as the ICT network and Sports Hall are required.
- Ensure that all staff involved have a calendar of events.
- The Examinations Officer must continuously liaise with all teaching staff to ensure effective management and delivery of Controlled Assessments.
- The Assistant Headteacher and Examinations Officer will take overall responsibility for Access Arrangements and will liaise with Teachers in this regard. They will ensure appropriate Access Arrangements are applied for and sufficient evidence is collated. They will make the final application.

1.2 Subject Leaders

- In consultation with LMT/Examinations Officer, subject leaders must decide on the awarding body and specification for a particular GCSE, Entry Level or Functional Skill.
- Ensure that at least 40% of overall assessment (controlled or external) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment rule.
- In consultation with the Assistant Headteacher and Assessment Leader must standardise internally the marking of all teachers involved in assessing an internally assessed component and ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirement of the awarding body's specification and are familiar with the relevant teachers' notes, and other subject specific instructions.

- Ensure that guidance for controlled assessment is followed; this includes ensuring that teachers remove or cover any display material in the teaching environment which might provide assistance.
- Where appropriate, develop new assessment tasks to meet local circumstances, in line with the awarding body specification and control requirements.
- Create systems within their area of logging work. The school must show work was kept secure, and logged in and out on each occasion.

1.3 Teaching Staff

- Understand and comply with general guidelines contained within 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 Examinations Officer details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessments and ensure that such materials are stored securely.
- 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. Submit marks through the Examinations Officer to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessments sessions (if more than one).
- Post completions, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain the candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the Examinations Officer for help regarding Access Arrangements.
- Ensure that if the assignment is word processed, the candidate's name appears on each page as a header or footer.
- Keep a written log of any fire/evacuation.

1.4 Examinations Officer

- 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, to be responsible for the receipt, safe storage and safe transmission, whether in CD, electronic or hard copy format.

- Download and distribute mark sheets for teaching staff to use and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where a controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessments can be carried out at the direction of the Assistant Headteacher.

Risk Management

Risk	Forward Planning	Action	Staff
Timetable clashes	Plan well ahead to ensure that no clashes occur	Plan dates in consultation with school calendar	Exams Officer Assistant Head
Too many assessments close together	Plan assessments so that they are spaced out	Space out assessments	Exams Officer Assistant Head
Insufficient space in classroom	Flag this occurrence up at the beginning of the year	Find alternative accommodation	Subject Leader / Exams Officer
External noise	Ensure that JCQ signage used	Move to an alternative location if noise is pre-empted	Subject Leader / Exams Officer
IT system unavailable on the day	Download tasks well ahead of scheduled assessment	Book IT equipment well ahead of date of assessment	Subject Leader / Exams Officer
Teaching staff do not understand supervision of controlled assessment	Ensure adequate training of all teaching staff and establish role and responsibility	Training of all task and sharing of role and responsibilities	Exams Officer / LMT
Security of materials – assessment tasks not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements for each department	Take materials to secure storage	LMT / Exams Officer
Deadline for marking and paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines to complete marking/ paperwork and send off prior to A/B deadlines	Seek guidance from awarding body	LMT and subject teacher
Plagiarism and malpractice	Ensure pupils understand the implication of not following these rules. Access to fair assessment policy	Notice to candidates (JCQ)	Subject Leaders
Centre does not standardise activity as required by awarding body	Plan ahead to ensure time for standardisation is factored in. Access to fair assessment policy	Check with awarding body whether a later standardisation slot can be arranged	Subject Leaders, quality assured by LMT