

Controlled Assessment Policy

Llanishen High School

This document contains the specific policy and associated information relating to Controlled Assessments at Llanishen High School

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Controlled Assessment Policy

The purpose of this policy is to help all staff and students involved in the completion, administration and management of controlled assessment to identify their responsibilities

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, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments. (see section 17 of examinations policy).
- Ensure staff are informed of any updated guidelines from Examination Boards in relation to controlled assessments.

Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of 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.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment and that teachers are aware of any ALN of learners in their teaching group and that appropriate arrangements are made to meet these learners 'needs.
- 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.
- Check the unit codes supplied by staff to exams office.
- Supply the Exams Officer with accurate lists of pupils being entered for controlled assessments.
- Obtain 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.
- 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 Additional Learning Needs Coordinator (ALENCO) for any assistance required for the administration and management of access arrangements for students in their teaching group.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*. Hyperlinks at the end of this policy.
- 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 and the head of faculty/subject details of all unit codes for controlled assessments.
- Download any IT based tasks well ahead of planned assessments.
- Test secure access rights ahead of assessment schedule each year/session.
- Liaise and support class teachers in planning alternative sessions for absent pupils.
- 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 to Head of Faculty for moderation and standardisation, keeping a record of the marks awarded.

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 mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines (where appropriate). Instruct staff to complete on line mark sheets where required.
- 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.
- Provided all relevant links with awarding bodies in resolving any issues, concerns or points of clarification

Special educational needs coordinator/additional learning support

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

Guidance

WJEC guidance on conducting controlled assessments can be found at

<http://www.wjec.co.uk/exam-officers/before-the-examinations/controlled-assessment.html>

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

<http://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2015-2016>