

WOODBIDGE SCHOOL

CONTROLLED ASSESSMENTS

Policy Statement

The purpose of this controlled assessment policy is:

- To ensure the planning and management of controlled assessments are conducted efficiently and in the best interests of candidates.
- To ensure, in accordance with the code of practice produced by QCA, controlled assessments are organised, conducted and assessed by staff that have the appropriate knowledge, understanding and skill.

Procedure - outlining 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.
- Publish a guideline for parents / students regarding the requirements of controlled assessment for each subject plus a timeline showing the appropriate time of delivery in each subject
- At the start of the academic year, ensure coordination between departments to schedule controlled assessments in line with the agreed timeline.
- Consider overall resource management requirements for the year to avoid clashes over the timing or operation of controlled assessments or issues arising from the need for particular facilities.
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of department

- 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.
- 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.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials / tasks set by awarding bodies in sufficient time to prepare for the assessment, and ensure that such materials are stored securely at all times.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 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.

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.
- 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. Submit marks to HoD then the exams office and to the awarding body when required, keeping a record of the marks awarded.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

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 send marksheets to awarding bodies before deadlines.
- 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.
- Ensure access arrangements have been applied for in consultation with the Head of learning Support

Head of Learning Support/additional learning support

- Work with teaching staff to ensure requirements for support staff are met.
- Provide information to exams office regarding candidates who may require assessment for access arrangements.

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