

## Controlled Assessment Policy - Alfriston School

### Introduction

This policy, taken from an editable example document provided by QCDA (Qualifications and Curriculum Development Agency), details the responsibilities of school staff in planning and managing controlled assessment (supervised replacement for coursework previously undertaken by students). It shows how responsibilities within GCSEs and Entry Levels are allocated to teachers, assessors and the exams officer

### GCSE CONTROLLED ASSESSMENTS

Staff responsibilities are as follows:

#### **Exams Officer**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ (Joint Curriculum qualification) guidelines and awarding bodies' subject-specific instructions
- At the start of the academic year, begin coordinating with Curriculum managers to schedule controlled assessments as part of the Examinations timetable.
- 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 maintain an internal appeals policy which includes controlled assessments

#### **Curriculum managers**

- Decide on the awarding body and specification for a particular GCSE or Entry Level
- For GCSE, to 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
- Where appropriate, develop new assessment tasks or contextualise 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 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
- 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 exams officer to the awarding body when required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- 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 Exams Officer for any assistance required for the administration and management of access arrangements

## **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 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 Exams Officer/ Deputy Head

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