

Ashley High School Controlled Assessment Policy

1. Introduction

- As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. The report, which was published in June 2007, recommended that coursework should be replaced in the majority of subjects by controlled assessment.
- Controlled assessment is a form of internal assessment where the control levels (high, medium or limited) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

2. Roles and Responsibilities

The Controlled Assessment Co-ordinator will:

- Ensure, on behalf of the Head of Centre, that each department carries out controlled assessment in accordance with the instructions issued by the joint Council for Qualifications (JCQ)
- Co-ordinate, with Heads of Department, a schedule for controlled assessment to take place
- Map overall resource management requirements for the year. As part of this resolve clashes/problems over timing or operation of controlled assessments
- Ensure all staff, students and parents have access to a calendar of events

Heads of Department will ensure:

- The safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- All teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*";
- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction;

- There is a clear policy in the department handbook on the carrying out of controlled assessment and appropriate staff training takes place on an annual basis;
- Internal standardisation is completed prior to the relevant Awarding Body deadline for the submission of unit marks and sample;
- All confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked cabinet or cupboard;
- Support Staff are given sufficient notice in which to order and prepare materials needed for assessments;
- All Teachers in each department are aware of the procedure required to enable/disable controlled assessment accounts;
- All Teachers are aware of their responsibility to ensure that controlled assessment accounts are disabled when controlled assessments are not taking place;
- A minimum of two weeks' notice is provided to Mrs Lunt if IT facilities are required for controlled assessments;
- Mrs Crank is informed about any assistance required for the administration and management of access arrangements;
- In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices;
- That during controlled assessments requiring a high level of control that display material which might provide assistance is removed or covered;
- Where videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians;
- Candidates' centre assessed marks are passed to the Examination Manager for submission to the Awarding Body by the deadline date;
- Controlled assessments requested for moderation are prepared/submitted in the format specified by the awarding

body;

- Candidates' work required for moderation purposes/external marking is passed to the Examination Manager for submission to the relevant Awarding Body by the deadline date;
- Work not required for moderation purposes is stored securely until all possible post-results services have been exhausted.

Teaching staff must:

- 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;
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times;
- Supervise assessments **(at the specified level of control)** and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows;
- In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, *mobile phones* or any other electronic devices;
- Ensure that during controlled assessments requiring a high level of control that display material which might provide assistance is removed or covered;
- If using computers/word processors to complete controlled assessments, enable controlled assessment accounts at the beginning of the session and disable them at the end to ensure the security of the controlled assessment is maintained;
- Complete a seating plan if using IT facilities for the controlled assessment in accordance with existing school procedures;
- 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 on the date required, keeping a record of the marks awarded;
- Retain candidates' work securely between assessment sessions (if more than one);
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidate's work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

The Exams Officer will:

- 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;
- Take responsibility for receipt, safe storage and safe transmission, whether in CD, digital 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;
- Dispatch moderation sample to moderator by Awarding Bodies deadline;
- 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 Controlled Assessment Co-ordinator;
- Ensure access arrangements have been applied for;
- Work with teaching staff to ensure requirements for support staff are met.
- Release controlled assessment accounts for scheduled assessments if teaching staff are unable to enable/disable accounts

3. Good Practice

- At the start of formal sessions of controlled assessment candidates will be reminded to turn their phone off and disable alarms;
- Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice .
- A log is kept by subject teacher which contains:
 - The date and time of each assessment together with it's title;
 - The name of the supervising teacher ;
 - A list of candidates who were present during the assessment;
 - A list of any absent candidates;
 - Details of any incidents which occurred during the controlled assessment

4. Malpractice

The Head of Centre will:

- Supervise all investigations resulting from an allegation of malpractice ;
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation;
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved;

Student Malpractice

- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice using our internal procedures;
- If the irregularity is identified after the candidate has signed the

declaration of authentication, the Head of Centre must notify the relevant awarding body at the earliest opportunity using Form JCQ/M1

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a child with their controlled assessment beyond the guidelines contained within each specification;
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.
- The head of centre **must** submit full details of the case at the earliest opportunity to the relevant awarding body **Form JCQ/M2A** (suspected malpractice/maladministration involving centre staff) should be used to notify an awarding body of an incident of malpractice.

Detailed guidance on dealing with suspected malpractice is available in the JCQ document *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>

Monitoring and Evaluation

The Governors' Curriculum Committee on a biennial basis will monitor this policy on behalf of the Governing Body.

The policy should be read in conjunction with the:

- Exams Policy
- Internal Appeal Policy