



**Highcliffe School**

# **Controlled Assessment Policy**

**2013/2014**

**Controlled assessment is a form of internal assessment where control levels are set for each stage of the assessment process: task setting, task taking and task marking.**

**The purpose of this policy is to ensure:**

- **that there is a systematic and consistent procedure for the management of controlled assessment within the school; and**
- **that assessment is carried out in accordance with JCQ instructions and individual awarding body specifications.**

**The policy will be reviewed every 2 years by Head of Centre, SLT and Examinations Officer.**

## **Responsibilities**

### **Head of Centre (Headteacher)**

The Head has the overall responsibility for ensuring that controlled assessment work is conducted in accordance with the JCQ instructions and individual awarding body specifications.

### **Senior Leadership Team**

The Senior Leadership Team is responsible for:

- Working with Senior Curriculum Leaders to schedule controlled assessment across KS4 / the academic year;
- Mapping resource management requirements for the year;
- Resolving clashes / problems over the timing or operation of controlled assessment;
- Resolving issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.);
- Ensuring all staff and students involved have a calendar of events;
- Maintaining the school diary and calendar with respect to external examinations and controlled assessments.

## Examinations Officer

The Examinations Officer is responsible for:

- Familiarising him/herself with the *JCQ Instructions for Conducting Controlled Assessment*;
- Where confidential materials are directly received by the exams office, receiving, storing and transmitting this material securely, whether in CD or hard copy format;
- Ensuring that candidates' work is kept in secure conditions where necessary.
- Distributing marksheets , or an electronic version, for use by curriculum areas, and collecting and sending completed marksheets to awarding bodies before deadlines;
- Keeping a central record of the despatch of controlled assessment, including recipient details and date and time sent;
- Making students aware of the Internal Appeals Procedure and regulations concerning malpractice.

## Senior Curriculum Leaders

Senior Curriculum Leaders are responsible for:

- Familiarising themselves with the *JCQ Instructions for Conducting Controlled Assessment* and the detailed requirements of the relevant awarding body specification(s) for their subject, and ensuring these are implemented in practice;
- Supplying the Examinations Officer with details of all unit codes for controlled assessments;
- Ensuring that controlled assessment tasks issued to candidates are appropriate to the year in which assessment will be submitted to the awarding body;
- Working with the SLT to help schedule controlled assessment across KS4 and, where necessary, to resolve issues arising over timing or the need for resources;
- Where appropriate, developing new assessment tasks or contextualising sample awarding body assessment tasks to meet local circumstances, in line with the specification and control requirements;
- Working with the ICT technical team to ensure any ICT requirements are in place and tested before controlled assessment takes place;
- Ensure that relevant parties in school are given due notice where the school hall is to be used (booking form in examination and data office)

- Ensuring that all staff in the curriculum areas understand their responsibilities with regard to controlled assessment and the requirements of the specification, relevant teachers' notes and any other subject specific instructions;
- Ensuring that internal curriculum areas controlled assessment procedures and deadlines are clear and shared with all relevant staff and students;
- Ensuring that assessment materials and candidates' work are kept in secure conditions at all times. In the case of work stored electronically, this will include protection from corruption. If work is saved on memory sticks these should be backed up and locked away after each session;
- Maintaining records of controlled assessment sessions within the curriculum area;
- Gaining informed consent of parents in the event that photographs/images of candidates are used as evidence of individual contribution;
- Ensuring that internal standardisation is carried out according to the required procedures and evidence is retained of this;
- Submitting controlled assessment marksheets to the Examinations Officer;
- Organising the submission of candidates' work for moderation, keeping a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators, and passing on all relevant details to the Examinations Officer for the central record.

## Subject teachers

Whilst the Senior Curriculum Leaders have the overview and bear the overall responsibility for controlled assessment in the curriculum area, subject teachers are responsible for the implementation of controlled assessment relevant to their allocated classes. Subject teachers are responsible for:

- Understanding and complying with the general guidelines in the JCQ publication *Instructions for conducting controlled assessments*;
- Understanding and complying 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;
- Ensuring that candidates are fully aware of the controlled assessment task requirements and know the assessment criteria they are expected to meet;
- Working with the Particular Needs Team, to ensure the appropriate access arrangements are made for individual candidates;
- Ensuring the correct levels of supervision are maintained during task taking during an assessment;
- Checking that candidates using electronic storage facilities only introduce permitted material into the assessment environment;

- Completing an attendance list for each controlled assessment session, indicating the date, time, duration, supervision arrangements and details of any incidents. This should be passed to the Examinations Officer who will retain these records;
- Recording details of the nature of any feedback or guidance given to candidates, including any advice given to individual candidates over and above that given to the class as a whole;
- Confirming that controlled assessment was completed under the required conditions and work is that of the candidates concerned by signing the *Declaration of Authentication – Controlled Assessments*;
- Marking controlled assessment tasks in line with specification requirements and to meet internal deadlines;
- Involvement in internal standardisation as required by the Senior Curriculum Leader

### **Head of Particular Needs**

The Head of Particular Needs is responsible for:

- Ensuring access arrangements have been applied for before the start of the examined course
- Informing teachers of candidates with particular needs / access arrangements at the start of an examined course, so that the appropriate arrangements can be made in class and for assessment purposes;
- Advising on the implementation of access arrangements when required.
- Completion of relevant JCQ forms

### **Network Manager**

The Network Manager is responsible for:

- Ensuring PCs and laptops meet the guidelines set out by the JCQ.
- Providing technical assistance when required.

### **Absence**

Teachers / Senior Curriculum Leaders will accommodate the occasional absence of a candidate by ensuring, where possible, that an opportunity is given to them to make up missed controlled assessment. An alternative supervised session may be organised for such candidates.

### **Missed Deadlines**

Subject teachers and Senior Curriculum Leaders will make every effort to support candidates so that they submit work to meet published internal deadlines.

However no controlled assessment will be accepted by the school after published final deadlines. In such cases the candidate will be given either a mark for any incomplete work submitted or a zero mark if no work is submitted.

## Internal Marks

All candidates have a right of access to the marks awarded to them by the Centre for internal assessment. Whether these are shared routinely with candidates is a matter of choice: the Centre may inform candidates of the marks which have been submitted to the awarding body, but in doing so must make it clear that those marks are subject to change through the moderation process.

## Retention and Return of Controlled Assessment

- In most cases, awarding bodies return centre-assessed work to centres after the publication of results, although they reserve the right to retain samples and also retain work which has been the subject of irregularities or malpractice investigation;
- The school holds controlled assessment securely when it has been returned by the awarding body up to and including the deadline for the submission of enquiries about results and until any enquiry or malpractice investigation has been resolved;
- Any work no longer required will be disposed of in a confidential manner by the school, but not before 23<sup>rd</sup> November.
- Candidates wishing to reclaim their work must do so in person from the SCL by a specified date which will be notified to them when submitting the controlled assessment. After this date all unclaimed controlled assessment will be destroyed as detailed above.

## Malpractice

Candidates **must not**:

- submit work which is not their own;
- lend their own work to others or allow their work to be copied;
- allow others access to, or the use of, their own independently sourced material;
- refer to any books, the internet or other sources without acknowledgement or attribution;
- submit work word-processed by a third party without acknowledgement.

These actions constitute malpractice, for which a penalty, (e.g. disqualification from the assessment) will be applied.

- It is the responsibility of the Examinations Officer to inform candidates of the JCQ regulations concerning malpractice, as detailed in the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*;
- If irregularities in controlled assessments are discovered prior to the candidate signing the declaration of authentication this will be dealt with

under the school's internal disciplinary procedures. Details of any work which is not the candidate's own will be recorded on the authentication form supplied by the awarding body or other appropriate place.

- If irregularities in controlled assessments are identified by a Centre after the candidate has signed the declaration of authentication, the Head of Centre will submit full details of the case to the relevant awarding body at the earliest opportunity.

### **Internal Appeals**

The school's internal appeals procedure covers the controlled assessment process.

*This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.*