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## **Appendix to Exam Policy**

### **THE MANAGEMENT OF CONTROLLED ASSESSMENTS**

#### **What is controlled Assessment?**

Controlled assessment is a new form of internal assessment that replaces coursework in GCSEs and also applies to internally-assessed Principal Learning Units within Diploma qualifications. Controlled assessment measures subject specific skills that may not necessarily be judged by external assessment. It encourages a more integrated approach to teaching, learning and assessment and enables teachers to confirm that pupils carried out the work involved. As the name suggests, it applies increased control over assessment of pupils work at three critical points:

**Task setting** – teachers can choose from a wide range of tasks set by awarding bodies, which can be contextualised to suit local circumstances. Arrangements will differ by subject, with some subjects allowing centres to set tasks.

**Task taking** – there are several levels (and types) of supervision under which assessment can take place, depending on the skills involved; generally this will be done by subject teachers in regular lesson time.

**Tasking marking** – awarding bodies provide mark schemes or criteria.

Controlled assessments may take place at any time during the course. However, CL's **must ensure** that the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

#### **Staff responsibilities for the 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 co-ordinating with exam officer/subject leaders to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of KS4).

Map overall resource management requirements for the year. As part of this resolve:

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- 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).

Create, publish and update an internal appeals policy for controlled assessments.

### **Subject Leaders/Exam Officer**

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 teacher's 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.

### **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 arrangements (at the specific level of control). Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows.

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Ensure that pupils 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 office to the awarding body when required, keeping a record of the marks awarded.

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 special educational needs co-ordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Controlled Assessments may be marked at home by teaching staff. However, Controlled Assessments are the responsibility of teaching staff to ensure the candidates' work is secure at all times.

### **Exams Officers**

Enter pupils for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

Enter pupils '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.

On the few occasions where controlled assessments cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **Special Educational Needs Co-Ordinator**

Ensure access arrangements have been applied for.

Work with teaching staff to ensure requirements for support staff are met

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