

## CONTROLLED ASSESSMENT POLICY

The Joint Council for Qualifications (JCQ) states that their instructions are additional to any guidelines for regulations an individual Awarding Organisation may issue. If there is conflict between the Awarding Organisation's guidelines or regulations and their instructions, the Awarding Organisation's and subject-specific instructions shall prevail.

The Head of Centre is responsible for ensuring that controlled assessment work is conducted in accordance with these instructions and any subject-specific instructions issued by an AWARDING ORGANISATION.

### Definition (JCQ)

Controlled assessment is a form of internal assessment where the control levels 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 Organisation. For most subjects, however, work will be marked and standardised by the Centre and moderated by the Awarding Organisation.

## STAFF RESPONSIBILITIES GCSEs, GCE A levels, Diplomas

### Senior Management Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with current JCQ guidelines on conducting controlled assessments and Awarding Organisation's subject-specific instructions.
- Create, publish and update an Internal Appeals Policy.

### Director of Curriculum/Heads of Curriculum

- In consultation with Director of Curriculum, decide on the Awarding Organisation and specification for a particular GCSE, GCE A level/Diploma.
- At the start of the academic year, begin co-ordinating with Heads of Curriculum to schedule controlled assessments.
- Ensure that individual teachers fully understand the requirements of the awarding organisation's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Ensure that the planned schedule of controlled assessments is shared with the relevant support departments (Exams, Timetabling, IT, Skills Development, etc) in order for them to create work plans and support as necessary.
- Map overall resource management requirements for the year. As part of this resolve:

- clashes/problems over the timing or operation of controlled assessments.
  - Coordination of resources and overseeing of preparation of each event.
  - issues arising from the need for particular facilities to meet the needs of the student(s) (rooms, IT networks, time out of College etc.)
- Ensure that all staff involved have a calendar of events, which could include a Scheme of Work.
  - Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the examinations series in which the qualification is certificated, to satisfy the terminal assessment requirement, in accordance with the Awarding Organisation's specification.
  - Ensure the marking of all teachers, involved in assessing an internally assessed component, is standardised internally.
  - Ensure that individual teachers understand their responsibilities with regard to controlled assessment and are aware of the Awarding Organisation's regulations.
  - Ensure that individual teachers understand the requirements of the Awarding Organisation's specification materials and are familiar with the relevant teachers' notes and any other subject specific instructions.
  - Where appropriate, develop new assessment tasks or contextualise sample Awarding Organisation assessment tasks to meet local circumstances, in line with Awarding Organisation's specifications and control requirements.
  - All relevant and required notices, e.g. mobile phones, should be obtained from Examinations department.

### **Teaching Staff**

- Understand and comply with the general guidelines contained in the current JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the Awarding Organisation specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the Awarding Organisation's website.
- The teaching staff will supply the Examinations department with details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by the Awarding Organisation 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 with assistance from the Examinations Department.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment or as required.
- Mark internally assessed components using the mark schemes provided by the Awarding Organisation. Submit marks, via a Co-ordinator/Head of Curriculum, to the Examinations

Department and the Awarding Organisation when required, keeping a record of the marks awarded.

- Retain candidates' work and all materials securely between assessment sessions (if more than one).
- Post-completion, retain students' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain students' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- The teaching staff to liaise with the Skills Development Department for any assistance required for the administration and management of access arrangements.

### **Examinations Office Staff**

- Enter confirmed students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal examination series.
- Where confidential materials are directly received by the Examinations Department, 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 Organisations before deadlines where appropriate.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation, as discussed with Learning Support, Examinations and Head of Curriculum, where controlled assessment can be carried out, at the direction of the Senior Leadership Team.

### **Skills Department**

- Ensure appropriate access arrangements have been applied for in a timely manner by following existing College procedures
- Work with teaching staff to ensure requirements for support staff are met.

### **Managing Controlled Assessment**

Task setting can depend on whether the task is under high, medium or limited control

- High Control

Where high control is specified, the Awarding Organisation is responsible for task setting. For the majority of specification, centres make their selection from a number of comparable tasks, provided by the Awarding Organisation. These tasks are designed to ensure that the assessment criteria, as detailed in the specification, are met

- Medium Control

Where medium control is exercised, centres may opt to select from a number of comparable tasks provided by the Awarding Organisation. Alternatively, centres may opt to design their own task(s) using criteria set out in the specification. The centre must take care to ensure that the task(s) provide(s) every candidate with an opportunity to meet the assessment criteria and have access to the full range of marks.

- Limited Control

Where limited control is exercised, all centres design their own tasks(s) using criteria set out in the specification. The Awarding Organisation may provide exemplar tasks. The centre must take care to ensure that the task(s) provides(s) every candidate with an opportunity to meet the assessment criteria and have access to the full range of marks

## **Risk Assessment**

### **This is to be used in conjunction with the College's Risk Management Policy**

The following actions are to be taken in stated situations:

#### **Fire Alarm/Security Alert**

- Stop controlled assessment
- Leave all work on desks
- Teacher/Invigilator to note the time
- Escort the students to the assembly point where Examinations staff or other appointed person(s) will be waiting and will assist with the situation as appropriate

#### **Electrical Failure**

- Teacher/Invigilator to contact Examinations Department/IT Support Department
- Students stay in the room and continue to work if possible (light)

#### **Medical Emergency**

- Teacher/invigilator to contact Reception
- If there is a serious medical emergency, then the Teacher/Invigilator must dial 200

#### **Bad Weather**

- Re-schedule and advise all parties