



## CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Winner of the ACCAC/HSBC Award 2002  
for the most improved school in Wales



# Controlled Assessment Policy

Controlled assessment is internal assessment and replaces coursework at GCSE level. It is used for those aspects of a subject which cannot be properly addressed by an external examination.

Different GCSE courses stipulate different amounts of controlled assessment but all are in one of three categories:

1. subjects with 60% controlled assessment
2. subjects with 25% controlled assessment
3. subjects with no controlled assessment

The Senior Leadership Team has overall responsibility for ensuring that controlled assessment operates successfully and efficiently and, within the team at Corpus Christi, there is a Senior Leader whose job description includes overseeing examinations (Mrs Angela Thomas).

### Responsibilities include:

- ensuring that procedures and practices comply with JCQ guidelines and the subject-specific instructions of awarding bodies
- coordinating with Heads of Department in order to enable them to arrange controlled assessments, eg releasing teachers from lessons, obtaining appropriate accommodation and resolving timetable clashes
- monitoring and evaluating practice
- communicating with the examinations officer and Heads of Department
- publishing a calendar of events
- creating and updating an internal appeals policy for controlled assessment

### It is the responsibility of the Heads of Department to:

- decide upon the awarding body and specification for GCSEs in their subject
- ensure that at least 40% of overall assessment (controlled and/or other external assessment) is taken in the exam series in which the qualification is certificated in order to satisfy the terminal assessment requirement in accordance with the awarding body specification
- ensure that controlled assessments are properly incorporated into schemes of work
- provide ongoing training so that individual teachers understand their responsibilities and all subject-specific instructions with regard to controlled assessment
- arrange internal standardisation of marking of all teachers involved in assessing an internally assessed component

- liaise with SENCO about access arrangements
- make contingency arrangements for the absence of staff and pupils
- develop, where appropriate, new assessment tasks or contextualise sample awarding assessment tasks in line with awarding body specifications and control assessment requirements
- supply to the examinations officer details of all unit codes for controlled assessment

**It is the responsibility of teaching staff to:**

- contribute to decisions about the selection of the awarding organisation and specification
- read and comply with the general guidelines contained in the JCQ document *Instructions for Conducting Controlled Assessments*
- understand and comply with the awarding body specification for conducting controlled assessments including any subject-specific instructions, teachers' notes and additional information on the awarding body's website
- obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessments and ensure that such materials are stored according to the regulations
- supervise assessments at the specific levels of control and according to all the regulations, permitting assistance to candidates only as the specification allows
- ensure that students and supervising teachers sign authentication forms upon completion of the assessment
- mark internally-assessed components using the mark schemes provided by the awarding body
- submit marks to the examinations officer when required, keeping a record of marks awarded
- retain candidates' work securely between assessment sessions and until after the closing date for *Enquiries About Results* and after the outcome of such an appeal if one is lodged
- organise assistance about access arrangements from SENCO

**It is the responsibility of the examinations officer to:**

- display calendar of controlled assessment dates
- enter candidates for all examination units including 'cash-in' codes for the terminal examination series
- store all confidential materials upon their receipt from awarding bodies and to distribute them to Heads of Department
- download and distribute marksheets to Heads of Department and then to collect and send them to awarding bodies before deadlines
- ensure that cover arrangements are in place if necessary for staff to undertake the controlled assessment and arrange room changes if they are required

**It is the responsibility of the SENCO to:**

- ensure that access arrangements have been applied for
- work with staff to ensure that access arrangements are complied with