



Controlled Assessment Policy

Reviewed Sept 2017

Outlining staff responsibilities - GCSE Controlled Assessment

The overall aim of the policy is to:

- Ensure the school uses Controlled Assessment criteria to maximise candidates' achievements.
- Ensure consistent application of Controlled Assessments for all subjects across the school in line with the Awarding Bodies' requirements.
- Set out the responsibilities for all staff on every aspect of the Controlled Assessments.

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.
- With subject teachers, coordinate Controlled Assessments schedule. It is advisable that Controlled Assessments be spread throughout the academic years of Key Stage 4.
- Map overall resource management requirements for the year. As part of this, resolve:
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.)
- Ensure that all staff involved have a calendar of events.
- Ensure that all Controlled Assessments are subject to this policy and where applicable the Examinations Policy.

Subject Teachers

- Decide on the Awarding Body and specification for a particular GCSE.
- Provide the necessary requirements for Controlled Assessments to Senior Leadership Team, including preferred dates and rooming.
- Obtain confidential materials/ tasks set by the Awarding Body in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Where appropriate, develop new assessment tasks or contextualise sample Awarding Body's assessment tasks to meet local circumstances, in line with Awarding Body's specifications and control requirements.
- Ask the Special Educational Needs Coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- If candidates are absent for the original Controlled Assessment or miss vital preparation for it, make provisions for the candidates to complete the necessary work at another suitable time.
- Ensure that they understand their responsibilities with regard to Controlled Assessment.

- Ensure that they retain candidates' work securely between assessment sessions.
- Ensure that they mark the work in accordance with the correct mark schemes for the task.

- Standardise internally the marking of all internally assessed components.
- Ensure that marks are submitted to the examinations office by the published deadlines so that they can be sent to the Awarding Body when required.
- 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.
- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting Controlled Assessments.
- Understand and comply with the Awarding Body's specification for conducting Controlled Assessments, including any subject specific instructions, teacher's notes or additional information on the Awarding Body's website.
- Prepare the candidates for Controlled Assessments through quality Learning and Teaching and provide feedback to candidates.
- Check that all candidates' notes to be used in the final Controlled Assessment are acceptable and meet the regulations of the Awarding Body.
- 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 the assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the Awarding Body.
- Take part in moderating the marking of the assessments to ensure standardisation across the subject.

Examination officer

- Enter candidates in line with the Examinations Policy.
- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission.