

Wallace High School

GCSE Controlled Assessment Policy

Controlled assessment is a form of internal assessment that is normally marked by the centre and subsequently moderated by the Awarding Body, usually CCEA.

Controlled Assessment is an important element of many GCSE courses. It is in parents', pupils' and teachers' interest that pupils complete high quality assessments and controlled assessment should be seen as a priority in raising standards and tackling underachievement.

The control levels (High, Medium or Low) are set by the Awarding Body for each stage of the assessment process.

Roles and Responsibilities

The Vice-Principal (Curriculum) will:

- Ensure, on behalf of the Principal, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- Co-ordinate with Heads of Departments, and other relevant groups / committees / individuals the schedule for controlled assessment to take place throughout the year;
- Ensure, with Heads of Departments, that parents / pupils are aware of key dates in the controlled assessment programme and that the parents / pupils are aware of the requirements for controlled assessment including the JCQ *Information for Candidates* document.
- Ensure that parents / candidates are aware of the internal appeals process.

Heads of Departments will:

- Manage the controlled assessment programme in their department in accordance with JCQ, Awarding Body and subject - specific requirements and guidance;
- Ensure that all teachers in their department are familiar with the contemporary JCQ document *Instructions for conducting controlled assessments* and that they understand their roles and responsibilities in accordance with the relevant documents and guidance;

- In particular, Heads of Department should ensure that all teachers fully understand the significance of the different levels of control applied to individual sections of the Controlled Assessment task (CAT);
- Ensure that all confidential materials, together with candidates' work, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet or similar;
- Liaise with the SENCO concerning any assistance required for the administration and management of access arrangements and / or extra time requirements;
- Ensure that a log is kept which contains the date and time of each assessment, the names of teachers involved, a list of candidates present, a list of absent candidates, and a log of any incidents that took place during the controlled assessment;
- Ensure that the marking of candidates work is standardised across the department as required and ensure that documentary evidence is retained from all standardisation exercises;
- Ensure that there is an explicit, contemporary policy on the implementation of controlled assessment and that appropriate staff development takes place as and where necessary.

Subject Teachers will:

- Comply with the guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*;
- At the start of each assessment session remind pupils of the requirement to have mobile phones etc turned off and ensure that the pupils are aware of the level of control required for that particular session;
- Be familiar with and comply with Awarding Body general and subject-specific requirements for conducting controlled assessments;
- Ensure that all materials, including pupils' work, are securely stored;
- Supervise assessments at the **specified level of control**;
- Ensure that authentication forms are completed and securely stored;
- Mark internally assessed components as required, using the Awarding Body mark schemes and carry out any associated administration concerning the recording of marks as required;

- Take part in any standardisation of marking meetings within the department as required.

The Exams Officer will:

- Enter, or ensure that Heads of Department / subject teachers have entered pupils for the appropriate units within the timescales specified;
- Ensure that all appropriate administrative tasks including the receipt, storage and distribution of confidential examination documents and other necessary documents takes place;
- Where necessary arrange suitable accommodation when it is more appropriate to have controlled assessment carried out in an 'exam centre' as opposed to a classroom (Note: depending on the nature of the task and the time of the year involved this task may become the remit of the Exams Officer in charge of internal examinations).

The SENCO will:

- Ensure that access arrangements have been applied for;
- Work with teaching staff to facilitate access arrangements.

The Principal will:

- Report to the Awarding Body all instances of suspected or actual malpractice;
- Supervise, or delegate the supervision, of all investigations resulting from an allegation of malpractice.

Responsibility of parents:

- Parents should ensure that their child is in school, and as well prepared as possible, for the preparation and carrying out of controlled assessment tasks, excepting legitimate absence.
- Parents should have discussed the implications of the JCQ *Information for candidates* document with their child and should be sure that he / she is aware of all the issues raised by this document.

Controlled Assessment – absence

Illness

If a candidate is ill and misses any element of the Controlled Assessment, the HOD will arrange at least **ONE** catch-up session after school, or at another agreed time, within the deadlines set by the controlled assessment regulations at which attendance will be compulsory; any subsequent session (including to execute any final task will be held during class time and supervision will be arranged by the HOD as required and cover provided by the school as required). All Controlled Assessment sessions will take priority over other extra-curricular (including sporting) fixtures and commitments (exceptional circumstances will be considered).

Unauthorised absence

It is the responsibility of the candidate and the candidate's parents/guardians to inform the Principal, their teacher and the HOD if they know that they will be absent for any part of the Controlled Assessment process; any alternative arrangements that are made to accommodate individual candidates in these circumstance will be at the discretion of the HOD and will not be optional.

Every effort will be made to allocate the same amount of time to such candidates as was afforded to those who were in class but, due to time constraints and teachers' other duties and commitments, this may not always be possible; candidates who were absent without authorisation will be expected to work within these time constraints. Candidates who do not attend specially reorganised Controlled Assessment sessions may forfeit the associated marks for their GCSE.

All Controlled Assessment sessions will take priority over other extra-curricular (including sporting) fixtures and commitments (exceptional circumstances will be considered).

Monitoring and Evaluation

This policy will be monitored on behalf of the Board of Governors by the Education Committee on a biennial basis.

This policy should be read in conjunction with the Internal Assessment Appeals Policy.