



THE DEANES SCHOOL

CONTROLLED ASSESSMENT POLICY

Effective From: April 2016

Authorised by:

Headteacher

Mr D McKeown

Chair of the Curriculum Committee:

Mr A Johnston

Date: 18th April 2016

WORKLOAD IMPACT ASSESSMENTCHECKLIST

- The school has an agreed system to monitor the workload and working hours of teachers and the headteacher.**
- The policy complies with and is consistent with the teachers' contractual entitlements**
- The policy and any related procedures were introduced following consultation with the relevant staff**
- The policy and any related procedures include a specific statement regarding workload impact.**
- The policy has been piloted/ trialled to enable an assessment of workload impact to be made.**
- The impact of the policy and related procedures is that they have not added additional hours of working.**
- The policy does not duplicate any other existing policy.**
- All policies have been reviewed in order to assess whether any are outdated and unnecessary.**
- The school has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.**
- Implementation of this policy will not result in any additional meetings/ activities that have not been identified within the school calendar, published and revised in consultation with relevant staff.**
- All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens.**
- The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.**

The Deanes School Controlled Assessment Policy

Controlled assessment is a form of internal assessment where control levels are set for each stage of the assessment process: task setting, task taking and task marking.

The purpose of this policy is to ensure:

- that there is a systematic and consistent procedure for the management of controlled assessment within the school; and
- that assessment is carried out in accordance with JCQ instructions and individual awarding body specifications.

The policy will be reviewed every 2 years by the Senior Leadership Team.

Responsibilities

Head of Centre

The Head has the overall responsibility for ensuring that controlled assessment work is conducted in accordance with the JCQ instructions and individual awarding body specifications.

Senior Leadership Team

The Senior Leadership Team is responsible for:

- working with Subject Leaders to schedule controlled assessment across KS4 / the academic year;
- mapping resource management requirements for the year;
- resolving clashes / problems over the timing or operation of controlled assessment;
- resolving issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.);
- ensuring all staff and students involved have a calendar of events.
- setting deadlines for completion.

Examinations Officer

The Examinations Officer is responsible for:

- Familiarising him/herself with the [JCQ Instructions for conducting controlled assessments](#);
- Where confidential materials are directly received by the exams office, receiving, storing and transmitting this material securely, whether in CD or hard copy format;
- Ensuring that candidates' work is kept in secure conditions but only where staff have asked for it to be stored.
- Downloading and distributing marksheets for departmental use, and collecting and sending completed marksheets to awarding bodies before deadlines. **Staff must request these from the examinations officer in a timely fashion;**
- Keeping a central record of the despatch of controlled assessment, including recipient details and date and time sent;
- Making students aware of the Internal Appeals Procedure and regulations concerning Malpractice.

Heads of Faculty

Heads of Faculty are responsible for:

- Familiarising themselves with the [JCQ Instructions for Conducting Controlled Assessment](#) and the detailed requirements of the relevant awarding body specification(s) for their subject, and ensuring these are implemented in practice;
- Supplying the examinations officer with details of all unit codes for controlled assessments;
- Ensuring 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;
- Ensuring that controlled assessment tasks issued to candidates are appropriate to the year in which assessment will be submitted to the awarding body;
- Working with the SLT to help schedule controlled assessment across KS4 and, where necessary, to resolve issues arising over timing or the need for resources;
- Ensuring that all controlled assessment dates are entered on the Annual Review Cycle and are forwarded to the examinations officer
- Retaining registers handed over by subject teachers for each controlled assessment session, these should be given to subject leaders within 24 hours of the controlled assessment session.
- Where appropriate, developing new assessment tasks or contextualising sample awarding body assessment tasks to meet local circumstances, in line with the specification and control requirements;
- Working with the IT technical team to ensure any ICT requirements are in place and tested before controlled assessment takes place;
- Ensuring that all staff in the department understand their responsibilities with regard to controlled assessment and the requirements of the specification, relevant teachers' notes and any other subject specific instructions;
- Ensuring that internal departmental controlled assessment procedures and deadlines are clear and shared with all relevant staff and students;
- Ensuring that assessment materials and candidates' work are kept in secure conditions at all times. In the case of work stored electronically, this will include protection from corruption. If work is saved on memory sticks these should be backed up and locked away after each session;
- Maintaining records of controlled assessment sessions within the department;
- Gaining informed consent of parents/carers/guardians in the event that photographs/images of candidates are used as evidence of individual contribution;
- Ensuring that internal standardisation is carried out according to the required procedures and evidence is retained of this;
- Requesting controlled assessment marksheets from the examinations officer;
- Submitting controlled assessment marksheets to the examinations officer;
- Organising the submission of candidates' work for moderation, keeping a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators, and passing on all relevant details to the examinations officer for the central record.

Subject teachers

Whilst the Head of Faculty has the overview and bears the overall responsibility for controlled assessment in the faculty, subject teachers are responsible for the implementation of controlled assessment relevant to their allocated classes.

Subject teachers are responsible for:

- Understanding and complying with the general guidelines in the JCQ publication [JCQ Instructions for conducting controlled assessments](#)
- Understanding and complying 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;
- Ensuring that candidates are fully aware of the controlled assessment task requirements and know the assessment criteria they are expected to meet;
- Working with the SENCO/Student Services department to ensure the appropriate access arrangements are made for individual candidates;
- Ensuring the correct levels of supervision are maintained during task taking;
- Informing the examinations officer when a high level controlled assessment is taking place;
- Checking that candidates using electronic storage facilities only introduce permitted material into the assessment environment;
- Completing an attendance list for each controlled assessment session, indicating the date, time, duration, supervision arrangements and details of any incidents. This should be passed to the Head of Faculty within 24 hours of the controlled assessment session who will retain these records;
- Recording details of the nature of any feedback or guidance given to candidates, including any advice given to individual candidates over and above that given to the class as a whole;
- Confirming that controlled assessment was completed under the required conditions and work is that of the candidates concerned by signing the *Declaration of Authentication – Controlled Assessments*;
- Marking controlled assessment tasks in line with specification requirements and to meet internal departmental deadlines;
- Involvement in internal standardisation as required by the Subject Leader.

SENCO

The SENCO is responsible for:

- Informing teachers of candidates with special educational needs / access arrangements at the start of an examined course, so that the appropriate arrangements can be made in class and for assessment purposes;
- Advising on the implementation of access arrangements when required.

Absence

Subject teachers / Heads of Faculty will accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up missed controlled assessment. An alternative supervised session will be organised for such candidates.

Should a candidate miss controlled assessment sessions persistently and/or without prior notice his/her parents will be contacted to discuss the situation.

For prolonged absence due to illness the examinations officer will apply (at his/her discretion) for special consideration.

Repeat Submission

Candidates who wish to re-do their submission of a controlled assessment before the marks have been sent to the awarding body may do so, *at the discretion of the centre*, under specified conditions (see [Instructions for conducting controlled assessments](#) Section 8).

Missed Deadlines

Subject teachers and Heads of Faculty will make every effort to support candidates so that they submit work to meet published internal deadlines. Where there is a danger of a deadline being missed, the staff will inform their link SLT person who will then contact parents to discuss the matter. It is at the school's discretion to accept controlled assessment work after published final deadlines.

Internal Marks

All candidates have a right of access to the marks awarded to them by the centre for internal assessment. These will be shared with students when discussing work and progress on a one to one basis. It will be made clear to students that any marks given are subject to change through the moderation process.

Retention and Return of Controlled Assessment

- In most cases, awarding bodies return centre-assessed work to centres after the publication of results, although they reserve the right to retain samples and also retain work which has been the subject of irregularities or malpractice investigation;
- The school holds controlled assessment securely when it has been returned by the awarding body up to and including the deadline for the submission of enquiries about results and until any enquiry or malpractice investigation has been resolved;
- Any work no longer required will be disposed of in a confidential manner by the school.
- Candidates wishing to reclaim their work must do so in person from the Head of Faculty. All unclaimed controlled assessment will be destroyed as detailed above.

Malpractice

Candidates **must not**:

- submit work which is not their own;
- lend their own work to others or allow their work to be copied;
- allow others access to, or the use of, their own independently sourced material;
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word processed by a third party without acknowledgement.

These actions constitute malpractice, for which a penalty, (e.g. disqualification from the assessment) will be applied.

- it is the responsibility of the examinations officer to inform candidates of the JCQ regulations concerning malpractice, as detailed in the JCQ booklet [Suspected Malpractice in Examinations](#)
- if irregularities in controlled assessments are discovered prior to the candidate signing the declaration of authentication this will be dealt with under the school's internal procedures as set out

below. Details of any work which is not the candidate's own will be recorded on the authentication form supplied by the awarding body or other appropriate place.

- If irregularities in controlled assessments are identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre will submit full details of the case to the relevant awarding body at the earliest opportunity.

Internal Appeals

The school's internal appeals procedure covers the controlled assessment process.