



# GCSE CONTROLLED ASSESSMENTS POLICY

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## DEFINITION:

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

This policy will identify staff responsibilities in planning and managing GCSE controlled assessments. It will examine potential risks and issues relating to the implementation of controlled assessments and how these might be managed and mitigated through forward planning and remedial actions.

Three levels of control apply – high, medium and low. Where possible all controlled assessments should be held during normal timetabled lessons.

## RESPONSIBILITIES

### Head of Centre and SLT Team :

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic 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.

Create, publish and update an internal appeals policy for controlled assessments

### Examinations Officer:

- To be familiar with JCQ Instructions for conducting controlled assessment and other related JCQ documents
- To issue students in Year 10 with necessary documentation relating to controlled assessments issued by JCQ
- To issue Heads of Department (HOD's) with a copy of JCQ Booklet for controlled assessment.



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- To be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body.
- Where confidential materials are directly received by exams office, to be responsible for receipt, safe storage and safe transmission whether in CD or hard copy format.
- In exceptional circumstances arrange suitable accommodation where controlled assessments can be carried out at the direction of SLT if assessments cannot be carried out in the classroom.
- In collaboration with HOD's to submit controlled assessment marks to the relevant awarding body.
- To despatch students' assessments for moderation.

### Head of Department

- To be familiar with JCQ Instructions for conducting controlled assessment.
- To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body.
- To undertake appropriate departmental standardisation of controlled assessments.
- In collaboration with the Examinations Officer, to submit controlled assessment marks to the relevant awarding body.
- To despatch students' assessments for moderation. (Pass to Exams Officer)
- In collaboration with the Examinations Officer, to make appropriate arrangements for the security of controlled assessment materials. If controlled assessment is to take place over two lessons which are not timetabled concurrently, access for students must be removed, and work stored securely.

### SENCO

- To be familiar with JCQ Instructions for conducting controlled assessment with reference to special access arrangements.
- Co-ordinate requests for special access arrangements from Heads of Department.

### Subject Teachers

- Understand and comply with the general guidelines detailed within 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, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- 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.



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- Supervise 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 scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- 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.

Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

### **TASK SETTING:**

In accordance with specific GCSE awarding body guidelines, HOD's will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

### **TASK TAKING:**

Controlled Assessment tasks will be undertaken with three levels of supervision:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

HOD's will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.



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## **FORMAL SUPERVISION: HIGH**

- Candidates will be under direct supervision at all times – supervision will be undertaken by the class teacher.
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body.
- Tasks will mainly be undertaken during normal timetabled lessons in the usual teaching base. Alternative requests should be made through the Exams Officer.
- Use of mobile phones and internet/e-mail access will be prohibited.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Subject specific display material with direct relevance to an assessment task will be covered.
- A record will be kept of the time and date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s). This must be held by the HOD and a copy with the Examinations Officer.
- A separate record of any incidents which occur during assessments will also be kept.

## **INFORMAL SUPERVISION: MEDIUM**

- Interaction with others, including group work, is permitted.
- The level of supervision applied ensures that the College is able to confirm that plagiarism has not taken place and preparation for a final/formal assessment is the candidates' own work.
- Sources used by candidates are clearly recorded.
- A record will be kept of the time and date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s). This must be held by the HOD and a copy with the Examinations Officer.

## **LIMITED SUPERVISION: LOW**

- Some aspects of work may be undertaken completely without supervision/outside the classroom – this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.
- A record will be kept of the time and date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s). This must be held by the HOD and a copy with the Examinations Officer.



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## **TASK AUTHENTICATION AND MARKING**

Each academic year, before the first controlled assessment is conducted at Hele's all students in Year 10 will be issued with a copy of the JCQ Notice to Candidates GCSE and Principal Learning: Controlled Assessments. Candidates will be reminded of the key points from this document before completing each assessment task.

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged.

Class teachers responsible for supervision and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

Hele's will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this will be referred to the relevant HOD and the Examinations Officer who will follow the guidance set out in the JCQ Instructions for controlled assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a teacher teaches his/her own child, this will be declared as a conflict of interest and assessment work will be sent to the moderator whether it has been requested as part of the sample or not.

If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

## **Factors affecting individual candidates**

If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised.

Hele's will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.

Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the SENCO.



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Hele's School will consider requests to repeat controlled assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made in line with JCQ Instructions, on an individual basis, by SLT in consultation with HOD's.

If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

### **Schedule for Controlled Assessment**

Hele's School will produce a schedule showing periods of controlled assessment for each subject. This will be linked to the school calendar and extra-curricular events in order to prevent candidates from missing important assessments. As far as possible the school will adhere to the published schedule of assessments.

Risk Assessment shown on separate document.

Hele's School Policy No:		Person Group Responsible:	<b>SLT/Exam Officer</b>
Review Period	Biannual	Last review Date:	October 2017
Related documentation			