

Policy for the Management of Controlled Assessment for Legacy GCSE Specifications

Introduction

The purpose of this policy is to:

- Identify staff responsibilities in planning and managing GCSE controlled assessments;
- Examine potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

This policy does not cover:

- Internal assessment procedures within the parameters of the whole centre policy for Assessment, Recording and Reporting as these will be evidenced in ongoing departmental practice;
- Procedures for setting, scheduling, marking, standardising, moderating and administering external Coursework/Controlled Assessment as regulated by the awarding organisations.

Outlining staff responsibilities - GCSE controlled assessment

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.
- At the start of the academic year, begin coordinating with Curriculum Leaders subject to schedule controlled assessments. (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

Curriculum Leaders

- Decide on the awarding organisation and specification for a particular GCSE. Ensure that the terminal assessment requirement is met in accordance with the awarding organisation specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding organisation's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding organisation assessment tasks to meet local circumstances, in line with awarding organisation specifications and control requirements.
- Supply to the Exams and Data Manager details of all unit codes for controlled assessment entries.

SENCo

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Subject Teachers

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*, an up to date copy is available on the network in Gen Staff.
- Understand and comply with the awarding organisation specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding organisation's website.
- 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 assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding organisation. Submit marks through the exams office to the awarding organisation when required, keeping a record of the marks awarded.
- Inform candidates of the marks which have been submitted to the awarding organisation, but in doing so must make it clear that those marks are subject to change through the moderation process. Candidates should be advised of their marks within a sufficient window in order to allow time for any internal appeal to be concluded **prior** to the submission of marks to the awarding organisation.
- 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 SENCo for any assistance required for the administration and management of access arrangements.

Exams and Data Manager

- Create, publish and update an internal appeals policy for controlled assessments.
- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series if appropriate.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.

Operations Manager

- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.