

## **Policy on GCSE Controlled Assessment in St Columban's**

The JCQ guidelines for Controlled Assessment underpin this policy. There may be some variations in some aspects of the school policy but the JCQ rules **must** be complied with at all times.

### **Staff responsibilities**

#### **Management Team**

- Ensure the safe and secure conduct of controlled assessments.
- Co-ordinate with heads of head departments and teachers to schedule controlled assessments are spread throughout the year.
- Resolve any clashes/problems over timings of controlled assessment; organise rooms, IT networks or time out of school for tasks etc.
- Ensure all staff have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

#### **Heads of department/Learning Co-ordinators**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure 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.
- 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 body'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 body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

#### **Teaching staff**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply 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.

- 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.
- 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 body. Submit marks through the exams office to the awarding body when required, 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.

#### **Examination Officer/ Office staff**

- Enter students for exam components, cash in codes for terminal papers etc
- Confidential exam materials received by the Office, signed for and placed in safe storage as per Exam board guidance.
- Download and distribute marksheets for staff, and collect and send marksheets to awarding bodies.

#### **SENCO**

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

#### **What is Controlled Assessment?**

- Controlled assessment is a form of internal assessment where controls levels are set for each of the assessment process: task setting, task taking and task marking.
- Controlled assessment has replaced coursework in GCSE and is designed to measure subject specific skills.
- Controlled assessments may take place in: (a) a normal timetabled lesson or supervised conditions. (b) within the centre with access to controlled assessments. (c) outside the centre.

- Controlled assessments can take place at any time in the year but centres must ensure that the assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

### **Keeping materials secure.**

- Each exam body will provide subject specific information on levels of security.
- Controlled assessments will be made available to centres in one of the following ways: (a) as electronic files to download. (b) on password protected CD or (c) in a printed form.
- The examinations officer and heads of subject will determine appropriate security arrangements. All assessment materials and schemes **must** be kept secure.
- **Candidates' work for assessment must be stored securely within the centre. Secure storage is defined as a locked steel cabinet or similar cabinet**

### **Task Setting**

- All tasks, whether set by an awarding body or set by the centre **must** be developed in line with the requirements of the specification.
- The centre should ensure that all the candidates are clear about the assessment criteria which they are expected to meet in their controlled assessments.

### **Task Taking**

#### Supervision

- **Formal** – candidate must be under direct supervision at all times. **Access to email, internet and mobile phones are not permitted.**
- **Informal** – not direct supervision but centre must ensure (a) candidates participate in assessment. (b) Plagiarism does not take place. (c) Sources used by candidate are clearly marked. d) Each candidate's preparation for final work is his/her own.
- **Limited supervision** – the requirements are clearly specified by the awarding body.

#### **Feedback**

- Centres must ensure that any work submitted is solely that of the candidate. Any advice given over and above that to the class should be recorded on the documentation.

#### **Presentation**

- Written material may be handwritten using black ink or where possible, word processed. **If word processed candidate name should be a header and footer on each page.**
- Awarding bodies accept no liability for loss or damage to work; electronic problems.

#### **Authentication Procedures**

- All candidates must sign a declaration form before submitting their work. Ensuring that candidates do so is the responsibility of the centre.

- If teachers have reservation about signing authentication statements please see JCQ Handbook.

#### **Illness**

- **Candidates will be facilitated to do assignments that have been missed through illness according to exam board rubrics.**
- **Candidates who were unable to carryout the controlled assessment as a result of illness must complete the task within the WEEK following their return to school.**
- **In exceptional circumstances Access criteria must be met.**