



## CONTROLLED ASSESSMENT 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.

Controlled Assessment applies control over internal assessment at three points:

### Responsibilities

Head of Centre:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.
- Responsible to relevant GCSE awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications.

Examinations Officer:

- To be familiar with JCQ instructions for conducting controlled assessment and other related JCQ documents.
- To be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, to submit controlled assessment marks to the relevant awarding body.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, dispatch students' assessments for moderation.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, make appropriate arrangements for the security of controlled assessment materials.
- Ensure compliance with Controlled Assessment policy.

Subject Leader:



- 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.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of controlled assessment materials. Check with Cover Co-ordinator when planning controlled assessments outside of normal lesson time.

#### SENCO

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements.
- Co-ordinate requests for special access arrangements in collaboration with Examinations Officer.

#### Subject Teachers

- To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body.
- To take part in appropriate departmental standardisation of Controlled Assessments.
- To ensure appropriate security at all times of controlled assessment material.

#### Task Setting

In accordance with specific GCSE awarding body guidelines, Subject Leaders 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)**
- \*As specified in subject specifications**

Subject Leaders 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.

### **At this school formal supervision means:**

- Candidates will be under direct supervision at all times – in most cases, 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 usually be undertaken during normal timetabled lessons in the usual teaching base.
- Use of mobile phones and internet / email 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, date of each assessment together with the name of the supervisor(s) and all students present for the session(s).
- A separate record of any incidents which occur during assessments will also be kept.

### **At this school informal supervision means:**

- Interaction with others, including group work is permitted.



- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidate's own work.
- Sources used by the candidate are clearly recorded.

#### **At this school limited supervision means:**

- 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.

#### **Task Authentication and Marking**

Each year, before the first controlled assessment is conducted in school candidates will be reminded of the key points from the JCQ Notice to Candidates GCSE and Principle Learning: Controlled Assessments Document before completing each assessment task. Subject teachers will administer this having been given the document by the Examination Officer.

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. Subject teachers will ensure this is completed and signed by both the student and staff member concerned. Class teachers responsible for supervising 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. Both this and the student declaration must be kept securely with the student's work. This school 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 Subject Leader and 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. Where the assessment of the learner is undertaken by a person who has a personal interest in the result this will be moderated by a more senior member of staff. 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 controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body



requirements and deadlines. Subject leaders are responsible for ensuring the correct paperwork is completed and sent to the awarding body before the deadline.

### **Factors affecting individual candidates**

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

The school will follow the procedures set out in the 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 and Examination Officer.

The 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 on an individual basis by SLT in consultation with Subject Leaders.

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**

The Cover Coordinator will produce a schedule showing periods of controlled assessment for each subject. As far as possible the school will adhere to the published schedule of assessments.