





ACE Tiverton

Part of the ACE Schools Multi Academy Trust

Examinations Policy on Controlled Assessments

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1. Introduction

- 1.1 This 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.
- 1.2 Controlled Assessment applies control over internal assessment at three points: task setting; task taking and task marking. Three levels of control apply – high, medium and low.
- 1.3 Ensuring the validity of the marks produced from Controlled Assessments is vital in maintaining the integrity and reputation of this Service in the assessment of its pupils.

2. Outline Of Staff Responsibilities – GCSE Controlled Assessment

Senior Leadership Team

- 2.1 The Head Teacher is responsible for ensuring that controlled assessment work is conducted in accordance with the Instructions issued by JCQ and any subject-specific instructions issued by an awarding body. The strategic responsibilities will be delegated to subject leaders.
- 2.2 The Head Teacher and Subject Leaders are accountable for the safe and secure conduct of controlled assessments, ensuring assessments comply with JCQ guidelines and awarding bodies subject-specific instructions.
- 2.3 At the start of the academic year, to begin coordinating with subject leaders and the Exams Officer to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4).
- 2.4 To publish a calendar of events to all staff involved.

Class Teachers Will

- 2.5 Decide on the awarding body and specification for a particular GCSE.
- 2.6 Advise SLT (Senior Teacher and pastoral/community) of the proposed arrangements (including timescale for each Controlled Assessment Task).
- 2.7 Ensure all department colleagues are advised of the agreed arrangements for each Controlled Assessment Task.

- 2.8 Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- 2.9 Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- 2.10 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.
- 2.11 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.
- 2.12 Supply to the Exams Officer details of all unit codes for controlled assessments as required.
- 2.13 On the few occasions where controlled assessment has not been completed, arrange suitable accommodation and supervision where controlled assessment can be carried out.

Teaching Staff Will

- 2.14 Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- 2.15 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.
- 2.16 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.
- 2.17 Ensure all pupils in the class are aware of the arrangements (including timescale and task completion dates) of each assessment.
- 2.18 Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- 2.19 Take all reasonable steps to ensure that tasks have been completed within the guidelines laid down by the awarding body and/or JCQ including standardization and authentication procedures.
- 2.20 Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 2.21 Mark internally assessed components using the mark schemes provided by the awarding body.

- 2.22 Retain candidates work securely between assessment sessions (if more than one).
- 2.23 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.
- 2.24 Liaise with the relevant senior leader regarding provision of extra time and supervision for pupils with Access Arrangements.

Exams Officer Will

- 2.25 Ensure that all pupils are issued with the JCQ regulations/information for pupils regarding Controlled Assessment at the start of their GCSE studies (Year 11).
- 2.26 Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- 2.27 Enter students' cash-in codes for the terminal exam series.
- 2.28 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.
- 2.29 Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- 2.30 Enquire as to the progress of Controlled Assessments from a new admission in Years 11 or 12 and to contact the previous school if necessary.
- 2.31 Ensure that the Awarding Body's regulations are adhered to in the event of a candidate who wants to re-sit a Controlled Assessment unit.
- 2.32 Advise relevant examination board of any changes in marks resulting from an Internal Appeals Procedure.
- 2.33 Advise pupils when required of the regulations relating to an external appeal of controlled assessment marks.
- 2.34 Create, publish and update an internal appeals policy for controlled assessments.

Relevant School Leader Will

- 2.35 In conjunction with the Exams Officer, ensure access arrangements have been applied for and that arrangements are in place for supervision of pupils requiring access arrangements.

- 2.36 Work with teaching staff to ensure requirements for support staff are met.
- 2.37 Arrange for appropriate assessments to be carried out in Year 10 when Access arrangements might be required for Controlled Assessment purposes.

ICT Technician

- 2.38 To set up access accounts as requested by departments.
- 2.39 To liaise with subject leaders if ICT problems are encountered.

Trustees Will

- 2.40 Initiate a further investigation on behalf of the pupil if he/she remains dissatisfied with the outcome of the initial internal appeal.

3. Responsibility of Pupils and their Parents

- 3.1. Ensure that all advice provided by the class teacher has been followed.
- 3.2. Make every effort to be present for the arranged controlled assessment sessions.
- 3.3. Parents should advise school immediately if exceptional circumstances e.g. serious illness or bereavement prevents their child being present for controlled assessment sessions.