



Controlled Assessment Policy

Introduction

- ◆ As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. The report which was published in June 2007 recommended that coursework should be replaced in the majority of subjects by controlled assessment;
- ◆ Controlled assessment is a form of internal assessment where the control levels (High, Medium or Limited) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body

Key Features of Controlled Assessment:

- ◆ Enables a more integrated approach to teaching and learning and assessment
- ◆ Provides an increased facility to ensure that work is the students own
- ◆ Enables teachers to choose the timing of the controlled assessment
- ◆ Enables teachers to select from a choice of tasks and contextualise them
- ◆ Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning
- ◆ Usually takes place in the classroom, within the normal timetable
- ◆ Features levels of control designed to maximise reliability and authenticity

Controlled Assessment Process:

There are 3 levels of control:

- High
- Medium
- Limited

A different level of control may apply at each of the 3 stages

- Task Setting
- Task Taking
- Task Marking

The task-taking stage may involve 2 sub-stages requiring different levels of control. For example, in science subjects:

- Research and data collection requires limited control;
- Evaluation requires high control.

Responsibility of staff in the implementation of the Controlled Assessment Policy

- 1.** It is the responsibility of each HOD/Subject Leader to obtain the controlled assessment task details from the exam boards.
- 2.** It is the responsibility of teaching staff conducting controlled assessment to check the level of controlled assessment and to implement the necessary procedures for this according to JCQ Instructions for conducting controlled assessment.
- 3.** It is the responsibility of teaching staff conducting controlled assessment to check all procedures conform to the Awarding body subject specification(s) and any associated subject-specific controlled assessment guidance for the qualification being delivered and to implement the necessary procedures according to this guidance.
- 4.** It is the responsibility of teaching staff to ensure controlled assessment conducted on a computer/word processor is saved to the candidate's secure separate user accounts so that it cannot be accessed by candidates outside of the allocated controlled assessment sessions and so that it is securely stored in-between sessions.
- 5.** It is the responsibility of teaching staff to ensure candidates only complete work on the relevant controlled assessment assignment during the controlled session when they are conducting controlled assessment sessions on a computer/word processor.
- 6.** Teaching staff will ensure that in the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices.
- 7.** Teaching staff conducting controlled assessment must ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 8.** Teaching staff will mark internally assessed components using the mark schemes provided by the awarding body. Submit marks at the date required, keeping a record of the marks awarded.
- 9.** Teaching staff conducting controlled assessment will retain candidates' work securely in-between assessment sessions (if more than one).
- 10.** The HOF/HOD/ teaching staff conducting controlled assessment should choose the most appropriate time for the controlled assessment to take place.
- 11.** The Controlled Assessment may take place during timetabled class time.

12. HOF/HOD/Learning Areas must plan when and how the assessment will take place, taking into account the accommodation and resources required. SLT over exams should be notified when high or medium level controlled assessment is taking place.

13. Teaching staff will supervise assessments (**at the specified level of control**) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

14. HOF/HOD/teaching staff will obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times.

15. Teaching staff delivering controlled assessment must 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.

16. Teaching staff delivering controlled assessment must ensure that during controlled assessments requiring a high level of control that display material which might provide assistance is removed or covered up.

17. All teaching staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.

18. All assessment materials must be **locked** in a suitable secure cabinet at the end of each session.

***Secure storage is defined as a securely locked cabinet or cupboard.** Where candidates are producing artefacts (e.g. Art and Design or Design and Technology) secure storage may be defined as a classroom, studio or workshop which is locked or supervised from the end of one session to the start of the next.

*Secure storage is required from the point at which candidates embark on producing work for assessment.

All work that will be submitted for assessment must always be collected at the end of each session and stored securely between sessions.

19. Teaching staff conducting controlled assessment on a computer must ensure that candidates use separate secure user accounts for controlled assessment for secure storage of all work that will be submitted for assessment. These must only be accessible during the controlled session. For High level they must have no access to internet or e-mail, For Medium level check awarding body subject-specific requirements. If work is saved on memory sticks rather than on secure accounts then memory sticks must be collected in after each session and locked away as in 18 above.

20. Teaching staff will retain candidates' work securely as in 18 above 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.

21. Teaching staff must complete a seating plan if using IT facilities for the controlled assessment in accordance with existing school procedures;

22. If a student is absent, the teacher must allow that student the chance to make up the time if necessary.

23. For long absences, special consideration should be applied for.

24. Entries for controlled assessment must be made at the appropriate time.

25. Attendance records from assessment sessions should be kept by the class teacher.

26. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.

27. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

28. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

29. If suspected malpractice occurs, the Exams Officer must be informed.

30. If a student's work is lost within the school, this must be reported to the exam board.

31. The assessment marks must be submitted to the exam board by the appropriate date.

32. The exam's officer will enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

33. The exam's officer will enter students' 'cash-in' codes for the terminal exam series.

34. The exam's officer will distribute any awarding body mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.

- 35.** The exam's officer on receipt of moderation sample will despatch moderation sample to moderator by awarding bodies' deadline.
- 36.** The exam's officer on the few occasions where controlled assessment cannot be conducted in the classroom will on request from teaching staff arrange suitable accommodation where controlled assessment can be carried out.
- 37.** HOF/HOD/Teaching staff will ensure 15 working days' notice is provided to the IT Support Staff if IT facilities are required for controlled assessments, this will apply to any instances where you are not able to administer the IT facilities yourself.
- 38.** Access arrangements do apply to controlled assessment.
- 39.** HOF/HOD will ensure the Inclusion Manager is informed about any assistance required for the administration and management of access arrangements;
- 40.** The Inclusion Manager will ensure access arrangements have been applied for.
- 41.** HOF/HOD will ensure the safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- 42.** HOF/HOD will ensure all teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "Instructions for conducting controlled assessments".
- 43.** HOF/HOD will ensure all individual teachers understand the requirements of the awarding body's specification particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction.
- 44.** Teaching staff delivering controlled assessment where using IT must ensure they do not send students to request access to the secure controlled assessment accounts but instead in all cases must follow the correct procedures.

Good Practice

- At the start of formal sessions of controlled assessment candidates will be reminded to turn their phone off and disable alarms;

- Staff are encouraged to go through the JCQ Notice to Candidates (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

- A log is kept which contains:
 - ◆ The date and time of each assessment together with its title;
 - ◆ The name of the supervising teacher;
 - ◆ A list of candidates who were present during the assessment;
 - ◆ A list of any absent candidates;
 - ◆ Details of any incidents which occurred during the controlled assessment

The JCQ publication 'Instructions for conducting controlled assessments (legacy GCSE qualifications) provides subject teachers, senior leaders and heads of centre with a single, definitive source of generic guidance and instruction for legacy GCSE qualifications.

Malpractice

Student Malpractice

- ◆ If the irregularity is identified after the candidate has signed the declaration of authentication, the Head of Centre must notify the relevant awarding body at the earliest opportunity using **Form JCQ/M1**.
- ◆ If the irregularity is identified prior to the candidate signing the declaration of authentication form the school will investigate any alleged malpractice using our internal procedures and deal with matter accordingly.

Teacher Malpractice

- ◆ The head of centre must at the earliest opportunity submit full details of the case to the relevant awarding body. Form JCQ/M2A (suspected malpractice/maladministration involving centre staff) should be used to notify an awarding body of an incident of malpractice.
- ◆ The school will carry out an investigation where it is evident that a teacher has helped a student with their controlled assessment beyond the guidelines within each specification.
- ◆ Malpractice will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

Head of Centre:

- ◆ Will supervise all investigations resulting from an allegation of malpractice.
- ◆ Will ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, is not connected to the department involved in the suspected malpractice. This will ensure that we avoid conflicts of interest which may otherwise compromise the investigation.
- ◆ Always respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of all concerned.

This policy is monitored on a yearly basis and this policy should be read in conjunction with:

- ◆ Internal Appeal Policy
- ◆ Exam Policy

The JCQ Instructions for Conducting Controlled Assessments are forwarded to All Staff electronically each year by the Examinations Officer.