



New-Bridge Integrated College Controlled Assessment Policy



Context of Policy

From September 2009, Controlled Assessment replaced coursework for new GCSE courses. This is one of the changes in the Government's reform of education for 14-19 year olds, designed to ensure that specification content meets the aims of the revised secondary curriculum.

Key Features:

- ✓ 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 choice of tasks and contextualize them
- ✓ Is viewed as part of the course, rather than a separate activity – an integral part of teaching and learning
- ✓ Usually takes place in the classroom, within the normal timetable
- ✓ Features levels of control designed to maximize reliability and authenticity.

Process of Controlled Assessment

The process has 3 stages

1. Task setting
2. Task Taking
3. Task Marking

Task Setting

Tasks are set either by the awarding body (High control) or by the Centre (Medium Control) (and in both cases, must be developed according to the requirements of the specifications.

Task Taking

Three levels of control apply:

1. Low Control – students can work unsupervised outside the classroom. This is normally the research stage
2. Medium Control – students can work under informal supervision. This is normally the analysis stage.
3. High Control – students complete their task under direct supervision throughout. This is the write up stage.

Task Marking

Task Marking has either a High or Medium Control level. High control means that the awarding body marks the task. Medium control is where work is assessed by the teacher and externally moderated by the awarding body in the same way as coursework.

Outlining Responsibility - GCSE controlled assessment

Responsibility: This policy is compliant with the Joint Council for Qualifications statutory requirements for Controlled Assessment in schools. It is the responsibility of the Governors to review the policy at regular intervals and monitor its implementation. The policy lists the responsibilities of the relevant staff in terms of organizing, administering and overseeing controlled assessments.

- 1. Senior leadership team (Vice Principal)**
- 2. Subject Leaders**
- 3. Teaching staff**
- 4. Examination Officer**
- 5. Special Educational Needs Coordinator**

New-Bridge fully recognises its responsibilities for controlled assessments as part of the GCSE specifications, to ensure that the planning and management of the assessments are conducted efficiently and in the best interests of the candidates.

To ensure there are clear guidelines for all relevant staff, it is the responsibility of everyone involved in the centre's exam process to read, understand and implement this policy.

Staff responsibilities

1. Senior Leadership Team – Vice Principal

Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

In the summer term prior to the start of each academic year, begin co-ordinating with heads of department/subject to schedule controlled assessments.

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 has a calendar of events.

Provide '**Risk Management Process**' for each department (see attached)

Provide guidance to parents on controlled assessments, along with monthly controlled assessment schedule. Information booklet distributed to parents beginning of Year 11.

2. Subject Leaders

Decide on the awarding body and specification for a particular GCSE.

Obtain the controlled assessment task details from the exam boards or Examination Officer or ensure that internally set tasks are acceptable by the exam boards, if needed.

Ensure the correct % assessment is taken at the end of Year 12 to satisfy the terminal assessment requirements in accordance with the awarding body specification.

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.

Choose the most appropriate time for the controlled assessment to take place, in consultation with the Daily Co-ordinator and the Controlled Assessment Schedule/Calendar (displayed in staff room) to minimize clashes. Controlled Assessment should take place during normal class timetable, where possible.

Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. Parents and students should be notified, in advance, of exact date for controlled assessment. This communication must be evident in the Year Book.

All staff within the department must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted eg high control means that students are under exam conditions.

The Examination Officer should be notified when high level controlled assessment is taking place.

Relevant display materials must be removed or covered up for high level control. The relevant JCQ posters 'Warning to Candidates' and 'No Mobile Phones' must be displayed inside and outside each examination room.

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

Separate user accounts for exam use must be used for high control level work. These must have no access to internet or email and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away.

If a student is absent, one further opportunity to complete the relevant controlled assessment will be offered. Each department will have to make arrangements for absent students.

For long absences, special consideration should be applied for.

If a student is ill or is experiencing other circumstances which the Subject Leader or teacher/Year Head/Form Tutor deem detrimental to the student's performance, at the time of controlled assessment, this must be reported to the Examinations Officer. Records of controlled assessment completed throughout the two year course can accurately inform the relevant exam board at the end of the courses in Year 12. Evidence from parents/medical profession or other sources, must accompany the request for special consideration.

Entries for controlled assessment must be made at the appropriate time

Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

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

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

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

Candidates work must be securely stored until all results have been verified.

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

If a student's piece of work is lost within the school, this must be reported to the Examinations Officer.

Subject Leaders must ensure that departmental policy on practice, reflects the statutory requirements of the Joint Council for Qualifications 'Instruction for Conducting Controlled Assessments'.

Subject Leaders to refer to **Risk Management Process** to ensure smooth running of controlled assessment within each department (Risk Management Process attached) – to be kept in Departmental Handbook.

3. 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.

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

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.

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

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.

Authentication forms must be signed by the teachers and candidates.

Meet deadlines for posting Controlled Assessment to Moderators or Examiners.

4. Examination Officer

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.

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.

Distribute and collate documentation for teaching to staff to use, relating to marking and estimated grades.

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.

The Exam Officer must be informed by Subject Leader, of date and time of high level control assessment taking place.

Apply for special consideration for individual pupils, when required

.5. Special Educational Needs Coordinator

Access arrangements do apply for controlled assessments

Ensure access arrangements have been applied for.

Work with teaching staff to ensure requirements for support staff are met

Further guidance, for all staff, is detailed in **JCQ 'Instructions for conducting controlled assessments'**

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