



## **Croydon High School GDST Senior School Public Examination Controlled Assessment Policy**

**Responsibility:** Examinations, Assessment and Data Officer

**Last Review:** November 2021

**Next Review:** September 2023

Controlled assessment is a form of internal assessment where control levels are set for each stage of the assessment process: task setting, task taking and task marking.

The purpose of this policy is to ensure:

- that there is a systematic and consistent procedure for the management of controlled assessment within the School; and
- that assessment is carried out in accordance with JCQ instructions and individual awarding body specifications.

The policy will be reviewed every 2 years by the Assistant Head (Curriculum) in consultation with the Examinations Officer.

### **Responsibilities**

#### **Head of Centre (Head)**

The Head has the overall responsibility for ensuring that controlled assessment work is conducted in accordance with the JCQ instructions and individual awarding body specifications.

#### **Senior Leadership Team**

The Senior Leadership Team is responsible for:

- Working with Heads of Department to schedule controlled assessment across KS4 / the academic year;
- Mapping resource management requirements for the year;
- Resolving clashes / problems over the timing or operation of controlled assessment;
- Resolving issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.);
- Ensuring all staff and pupils involved have a calendar of events.

#### **Examinations Officer**

The Examinations Officer is responsible for:

- Familiarising him/herself with the *JCQ Instructions for Conducting Controlled Assessment*;
- Where confidential materials are directly received by the examinations office, receiving, storing and transmitting this material securely, whether in CD or hard copy format;  
Ensuring that candidates' work is kept in secure conditions;
- Downloading and distributing marksheets for departmental use, and collecting and sending completed marksheets to awarding bodies before deadlines;

- Keeping a central record of the despatch of controlled assessment, including recipient details and date and time sent;
- Making pupils aware of the Internal Appeals Procedure and regulations concerning Malpractice.

### **Head of Department**

Heads of Department are responsible for:

- Familiarising themselves with the *JCQ Instructions for Conducting Controlled Assessment* and the detailed requirements of the relevant awarding body specification(s) for their subject, and ensuring these are implemented in practice;
- Supplying the Examinations Officer with details of all unit codes for controlled assessments;
- Ensuring that at least 40% of overall assessment (controlled and/or external assessment) is taken in the examination series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification;
- Ensuring that controlled assessment tasks issued to candidates are appropriate to the year in which assessment will be submitted to the awarding body;
- Working with the SLT to help schedule controlled assessment across KS4 and, where necessary, to resolve issues arising over timing or the need for resources;
- Where appropriate, developing new assessment tasks or contextualising sample awarding body assessment tasks to meet local circumstances, in line with the specification and control requirements;
- Working with the ICT technical team to ensure any ICT requirements are in place and tested before controlled assessment takes place;
- Ensuring that all staff in the department understand their responsibilities with regard to controlled assessment and the requirements of the specification, relevant teachers' notes and any other subject specific instructions;
- Ensuring that internal departmental controlled assessment procedures and deadlines are clear and shared with all relevant staff and pupils;
- Ensuring that assessment materials and candidates' work are kept in secure conditions at all times. In the case of work stored electronically, this will include protection from corruption. If work is saved on memory sticks these should be backed up and locked away after each session;
- Maintaining records of controlled assessment sessions within the department;
- Gaining informed consent of parents/carers/guardians in the event that photographs/images of candidates are used as evidence of individual contribution;
- Ensuring that internal standardisation is carried out according to the required procedures and evidence is retained of this;
- Submitting controlled assessment marksheets to the Examinations Officer;
- Organising the submission of candidates' work for moderation, keeping a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators, and passing on all relevant details to the Examinations Officer for the central record.

### **Subject Teachers**

Whilst the Head of Department has the overview and bears the overall responsibility for controlled assessment in the department, subject teachers are responsible for the implementation of controlled assessment relevant to their allocated classes. Subject teachers are responsible for:

- Understanding and complying with the general guidelines in the JCQ publication *Instructions for conducting controlled assessments*;

- Understanding and complying 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;
- Ensuring that candidates are full aware of the controlled assessment task requirements and know the assessment criteria they are expected to meet;
- Working with the SENCO to ensure the appropriate access arrangements are made for individual candidates;
- Ensuring the correct levels of supervision are maintained during task taking;
- Checking that candidates using electronic storage facilities only introduce permitted material into the assessment environment;
- Completing an attendance list for each controlled assessment session, indicating the date, time, duration, supervision arrangements and details of any incidents;
- Recording details of the nature of any feedback or guidance given to candidates, including any advice given to individual candidates over and above that given to the class as a whole;
- Confirming that controlled assessment was completed under the required conditions and work is that of the candidates concerned by signing the *Declaration of Authentication – Controlled Assessments*;
- Marking controlled assessment tasks in line with specification requirements and to meet internal departmental deadlines;
- Involvement in internal standardisation as required by the Head of Department.

## SENCO

The SENCO is responsible for:

- Informing teachers of candidates with special educational needs / access arrangements at the start of an examined course, so that the appropriate arrangements can be made in class and for assessment purposes;
- Advising on the implementation of access arrangements when required.

## Absence

Heads of Department will accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up missed controlled assessment. An alternative supervised session will be organised for such candidates.

Should a candidate miss controlled assessment sessions persistently and/or without prior notice their parents will be contacted to discuss the situation.

## Repeat Submission

Candidates who wish to re-do their submission of a controlled assessment before the marks have been sent to the awarding body may do so, *at the discretion of the School*, under specified conditions.

## Missed Deadlines

Subject teachers and Heads of Department will make every effort to support candidates so that they submit work to meet published internal deadlines. Where there is a danger of a deadline being missed, the School will contact parents to discuss the matter.

However no controlled assessment will be accepted by the School after published final deadlines. In such cases the candidate will be given either a mark for any incomplete work submitted or a zero mark if no work is submitted.

### **Internal Marks**

All candidates have a right of access to the marks awarded to them by the centre for internal assessment. Departments may inform candidates of the marks which have been submitted to the awarding body, but in doing so must make it clear that those marks are subject to change through the moderation process.

### **Retention and Return of Controlled Assessment**

- In most cases, awarding bodies return centre-assessed work to centres after the publication of results, although they reserve the right to retain samples and also retain work which has been the subject of irregularities or malpractice investigation;
- The School holds controlled assessment securely when it has been returned by the awarding body up to and including the deadline for the submission of enquiries about results and until any enquiry or malpractice investigation has been resolved;
- Any work no longer required will be disposed of in a confidential manner by the School.
- Candidates wishing to reclaim their work must do so in person from the Head of Department by a specified date which will be notified to them when submitting the controlled assessment. After this date all unclaimed controlled assessment may be destroyed as detailed above.

### **Malpractice**

Candidates **must not**:

- submit work which is not their own;
- lend their own work to others or allow their work to be copied;
- allow others access to, or the use of, their own independently sourced material;
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word processed by a third party without acknowledgement.

These actions constitute malpractice, for which a penalty, (e.g. disqualification from the assessment) will be applied.

- It is the responsibility of the Examinations Officer to inform candidates of the JCQ regulations concerning malpractice, as detailed in the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*;
- If irregularities in controlled assessments are discovered prior to the candidate signing the declaration of authentication this will be dealt with under the School's internal procedures. Details of any work which is not the candidate's own will be recorded on the authentication form supplied by the awarding body or other appropriate place.
- If irregularities in controlled assessments are identified by a centre after the candidate has signed the declaration of authentication, the Head will submit full details of the case to the relevant awarding body at the earliest opportunity.

### **Internal Appeals**

The School's internal appeals procedure covers the controlled assessment process.