

Date: January 2022

Review date: January 2024

Responsibility: KB/SM

Bishop Challoner School



Controlled Assessment Policy



Bishop Challoner School Controlled Assessment Policy

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
- Assessment is carried out in accordance with JCQ instructions and individual awarding body specifications.

The policy will be reviewed every 2 years by the Deputy Head Teacher, or when required due to changes determined by examination boards.

Responsibilities

Head of Centre (Headteacher)

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

Deputy Headteacher

The Deputy Headteacher is responsible for:

- Working with Heads of Department/Subject teachers on scheduling controlled assessment across KS4/KS5/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 exams office, receiving, storing and transmitting this material securely, whether in electronic 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;

Head of Department/Subject teachers

Heads of Department/Subject teachers are responsible for:

- Ensuring that all dates are in the school calendar after consultation with the Deputy Headteacher;
- 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 all of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the linear assessment requirement in accordance with the JCQ regulations;
- 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 Deputy Headteacher to help schedule controlled assessment across KS4/KS5 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. Pupils are allocated an exam user account and their work is saved to the network. This is backed up daily which means memory sticks are not necessary;
- 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;
- Ensuring that all pupils receive a written copy of the controlled assessment dates;
- Making pupils aware of the Internal Appeals Procedure and regulations concerning Malpractice.

Subject teachers

Whilst the Head of Department and, in some cases, the subject teacher 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 fully 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 on the form provided by the examinations officer. This should be passed to the Head of Department who will retain these records;
- 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;
- Ensuring that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body;
- 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;
- Ensuring access arrangements have been applied for.

Absence

Subject teachers, in liaison with Heads of Department and the Examinations Officer, 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 his/her parents will be contacted by the Head of Department 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 centre*, under specified conditions. Depending on timings and regulations within a particular subject, this may not be allowed.

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 Head of Department 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. Bishop Challoner School 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. This is usually by the end of November following the summer examination. After this date all unclaimed controlled assessment will 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 Headteacher 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.

Mrs K Brooker/Mrs S Mays
Examinations Officer/Deputy Headteacher
Reviewed January 2022

Next Review date: January 2024