

AYLESBURY GRAMMAR SCHOOL

CONTROLLED ASSESSMENT TEST POLICY



Introduction

Controlled assessment is completed in school and replaces coursework at GCSE and is used to assess aspects of a subject which cannot be readily assessed by an external examination such as research, planning, analysis and evaluation etc. This policy sets out the school's approach to the administration of controlled assessment such that the necessary control is in place, whilst ensuring that the school's ethos of ensuring the enrichment and development of the whole student remains a priority.

Procedures and Responsibilities

The attached list of procedures and accompanying risk assessment outlines the responsibilities of staff at all levels for ensuring that all areas of controlled assessment are administered efficiently and effectively and in line with JCQ requirements.

Internal appeals

Should there be a query or complaint regarding the administration of controlled assessment, the Head of Department should in the first instance be contacted. If the issue is not resolved the Senior Leader who acts as line manager to the department should be contacted. If the issue is still not resolved then the school complaints procedure should be followed.

Monitoring arrangements

Controlled assessment will be monitored by the Exams Officer and Heads of Department who will report as necessary to the Senior Leadership Team. Following such feedback, this policy will then be subject to review and possible amendment.

Further Information

For issues not dealt with directly in this policy, further information can be obtained from:

- QCDA – in particular the publication “Managing GCSE controlled assessment: A centre-wide approach” which can be found at <http://www.qcda.gov.uk/resources/4569.aspx>.
- JCQ – in particular the publication “Instructions for conducting controlled assessments” which can be found at <http://www.jcq.org.uk/attachments/published/1125/ICA.%2010-2011.doc>
- Exam boards for issues relating to the subject specific details of controlled assessment.

Outlining procedures and staff responsibilities for GCSE controlled assessment

Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- Prior to the start of the academic year, begin coordinating with Heads of Department 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 have a calendar of events
- Maintain an internal appeals policy

Heads of department

- Decide on the awarding body and specification for a particular GCSE
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- 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
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- Supply the exams office with details of all unit codes for controlled assessments
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded
- Ensure that sufficient space is available for the secure storage of students' work

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
- 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
- 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 sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body
- 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
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements

Exams Office Staff

- 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
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines
- 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

Special Educational Needs Coordinator/Additional Learning Support

- Ensure access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met