

Blessed Edward Oldcorne Catholic College

GCSE Controlled Assessment Policy

Senior Leaders must:

- check that controlled assessments are carried out in accordance with the regulations in subjects that they oversee.
- be familiar with the JCQ guidelines for the conduct of controlled assessments.
- work with the Examinations Officer to ensure the integrity of controlled assessments are maintained.
- co-ordinate through Area Leaders' meetings an overall plan for controlled assessments at the start of each academic year.
- oversee the planning of controlled assessments and resolve any resource issue.

Area Leaders must:

- ensure the safe and secure conduct of controlled assessments and ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- be familiar and compliant with the JCQ publication ***Instructions for conducting controlled assessments***.
- ensure all teachers conducting controlled assessments have a copy of the current guidelines
- discuss the guidelines with their teachers to ensure they fully understand the guidelines
- where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- supply to the Examinations Officer and Principal details of all unit codes for controlled assessments and dates of assessments.
- inform the Principal and Examinations Officer of any controlled assessments prior to commencement. Notification must be at least 48 hours prior to commencement and include details of the specified level of control.
- 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.
- 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.
- 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.
- Standardise and moderate internally the marking of all teachers involved in assessing an internally assessed component.
- Submit marks through the Examinations Officer to the awarding body when required, keeping a record of the marks awarded.
- 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.

- **Teaching staff must:**
- Understand and comply with the general guidelines contained in the JCQ publication ***Instructions for conducting controlled assessments*** as directed by the relevant Area Leader.
- 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.
- 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.
- Retain candidates' work securely between assessment sessions (if more than one).
- Ask the Special Educational Needs Co-ordinator (SENCO) for any assistance required for the administration and management of access arrangements for those candidates to whom it applies.
- **Examinations Officer must:**
- Enter students for individual units, whether assessed by controlled assessment or external exam, 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.
- Produce and distribute blank mark-sheets as requested by Area Leaders for teaching staff to use, collect and send completed mark-sheets to awarding bodies before deadlines and send samples of work as requested by external moderators when supplied by Area Leaders/teaching staff.
- 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.
- In conjunction with the SENCO, submit access arrangement applications for relevant candidates and inform teaching staff of the details of such candidates.

Reviewed 26th November 2012

***Sean Devlin
Principal***