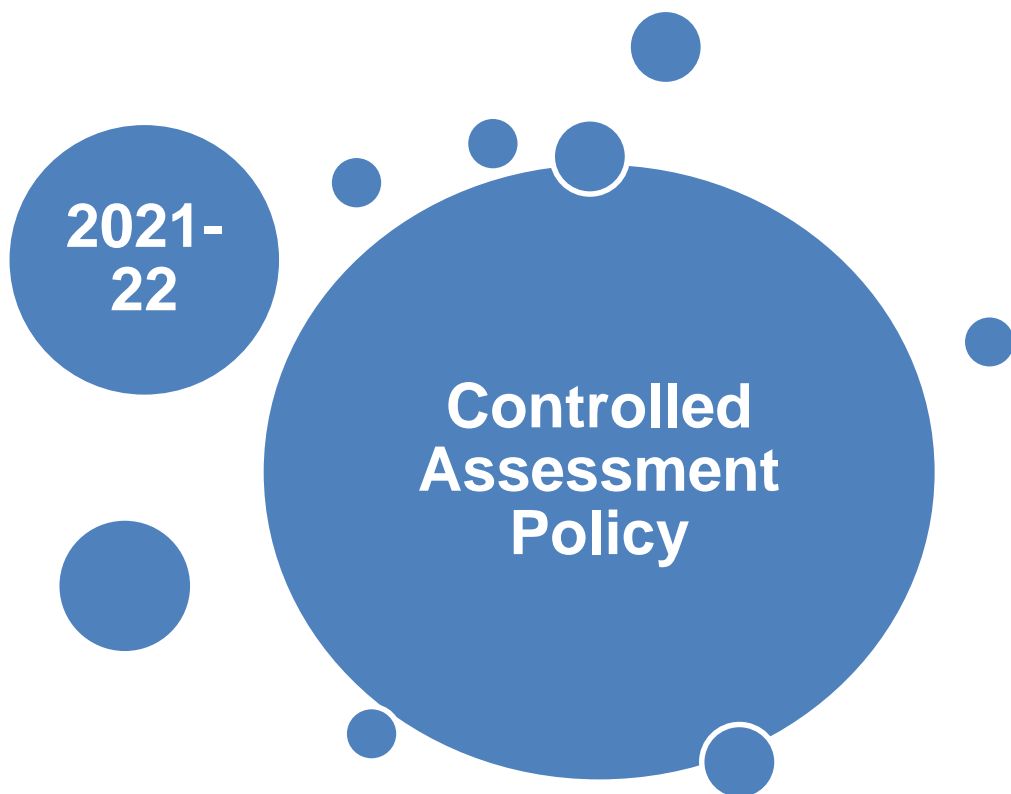


The ContinU Plus Academy





The ContinU Plus Academy Controlled Assessment Policy



*"It is not what you do for your children
but what you have taught them to do for themselves
that will make them successful human beings"*
- Ann Landers

Introduction

- Controlled assessments have replaced GCSE coursework and contribute most, some or none of the marks for the GCSE.
- Instructions for task setting, task taking and task marking are all clearly explained in the specification for a course. However there are significant variations in the level of supervision (formal/ informal/ limited) required for each element and course.
- Controlled assessments will, like coursework, require school personnel and students to follow appropriate procedures. Some assessments may also require the allocation of resources.
- This policy sets out the roles, responsibilities and procedures to be adopted to ensure the appropriate administration of controlled assessments within The ContinU Plus Academy.

Principles

The ContinU Plus Academy will adopt new GCSE specifications where Subject Leaders determine they provide the most suitable content and assessment model for our students, and where a suitable delivery model can be used in line with our current curriculum model and strategy.

Subject Leaders will determine the specific exam board and specification to be used. Within the constraints of the curriculum model it is the responsibility of the Subject Leader to determine the timing of assessments throughout the course. Overall the school will organise the delivery of GCSE exams and controlled assessments to best facilitate the outcomes for students.

Procedures

It is important that all staff contribute to the planning, preparation and delivery of controlled assessments to ensure their smooth delivery. There are several specific activities which must be carried out to ensure that nothing restricts the students' opportunities to perform to their best in the assessments:

- Schemes of work (medium term plans) must be updated at the start of each year to ensure that the delivery of controlled assessments is adequately catered for. The scheme of work must show how the students will be prepared for the controlled assessment, the timings for the controlled assessment (including any preparatory research) and a possible alternative schedule for students who may be absent at key times. Subject Leaders must pay particular

attention to the advice in their chosen specifications and ensure they meet all the necessary criteria and deadlines.

- Subject Leaders must ensure that they provide each teacher with all the guidance documents from the exam board. They must ensure that each teacher is aware of the regulations and deadlines, and are responsible for ensuring that these are followed.
- The exams officer will request information from Heads of Department about the courses being delivered and their requirements for examination and controlled assessment entries. This will be requested at the start of each year and must be provided promptly.
- The SENCO will liaise with all Heads of Department to provide guidance on access arrangements. Subject Leaders are responsible, with the SENCO, for ensuring that arrangements are put in place for any necessary students and that all teaching staff are made aware of the nature of the arrangements. Only students that have an approved access arrangement logged and approved may have extra time etc.
- Subject Leaders must ensure that all of the above information is communicated to, and understood by, those teachers involved in the delivery of courses or the supervision of the controlled assessment (invigilators etc).
- The Subject Leader must ensure that all work is marked within the guidance of the exam board and moderated internally. The Subject Leader is responsible for ensuring that the marks for the controlled assessment are passed to the exams officer promptly and in the time requested by the exams officer. The exams officer is then responsible for ensuring that the marks are duly recorded and sent to the exam board.
- Subject Leaders and teachers are responsible for ensuring that all work is securely maintained in accordance with board directions. They must ensure that they comply with all the security arrangements surrounding the handling of board provided materials for carrying out controlled assessments. They must also ensure that students' work is similarly securely maintained. They must keep all work in a secure location (exams office) in order to meet any requirements from the board for external moderation activities.

Outlining staff responsibilities - GCSE controlled assessment

Senior Leadership Team (SLT)

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Ensure that staff involved in the assessment of candidates work have the qualifications necessary and all staff have the resources available follow this and the examination policy.
- Create, publish and update an internal appeals policy for controlled assessments.
- Investigate and report any instances of malpractice as required by the awarding bodies and ensure any corrective action is implemented fully.

Subject Leaders

- Decide on the awarding body and specification for a particular GCSE, supplying to the exams office details of all unit codes for controlled assessments.
- Ensure that controlled assessment work satisfies the assessment requirements 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.

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 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.
- 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 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.
- 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 designated senior leadership team member.

Special Educational Needs Coordinator (SENCO)/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Provide feedback to SLT as directed to inform a review of this policy.

Internal Appeals

Students have the right of appeal in situations where they feel their work has been assessed inappropriately or incorrectly.

Currently the policy and procedures for internal appeals can be found in the school assessment policy.

Sources of further information

- *Controlled assessment – risk management process (QCDA)*
- *Managing GCSE controlled assessment – A centre-wide approach (QCDA/10/4732)*
- *Information for candidates – controlled assessments (JCQ 2015-2016)*
- *Unitised GCSEs and the terminal assessment rule (QCDA/10/5137)*

The Controlled Assessment Policy is published in its entirety on the CPA's website (www.continuplus.org.uk).

All referred to appendices follow this document.

Date Policy Created: January 2013- reviewed yearly

Member of Staff Responsible: Mark Venross (Deputy Headteacher)

Review Date: June 2022

Signed: 

(Staff member responsible)

Signed: 

(Headteacher)

Signed: 

(Chair of Governors)