

St John Fisher Catholic High School - Controlled Assessment Policy

Definition

Controlled assessment is a form of internal assessment which replaces some coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

Controlled assessment applies control over internal assessment at three points: task setting; task taking and task marking. Three levels of control apply – high, medium and low.

In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

Ensuring the validity of the marks produced from Controlled Assessment is vital in maintaining the integrity and reputation of this school in the assessment of its students. Each subject department is responsible for:

- Developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole school policy for Assessment, Recording and Reporting and these will be evidenced in ongoing departmental practice
- Implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Controlled Assessment as regulated by the examination boards.

Roles and Responsibilities

Heads of Centre are

- Responsible to relevant awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications
- Familiar with Joint Council for Qualifications (JCQ) "Instructions for Conducting Controlled Assessment".

The Heads of Curriculum will

- Ensure, on behalf of the Headteacher, that each department carries out controlled assessment in accordance with the instructions issued by the JCQ
- Co-ordinate, with Heads of Department, a schedule for controlled assessment to take place
- Map overall resource management requirements for the year.

Heads of Department will ensure

- The safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject specific instructions
- In accordance with specific awarding body guidelines, will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks

- The workload of staff and students is a primary consideration and catered for in the planning, scheduling and assessment of Coursework/Controlled Assessment
- That the most appropriate time is chosen for the controlled assessment to take place and inform the Network Office (if computers are being used) and the Exams Officer of the date as early as possible in the academic year
- That, where the work is assessed by the teacher and externally moderated by the awarding body, standardisation of marking takes place
- All teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication “Instructions for Conducting Controlled Assessments”
- Individual teachers understand the requirements of the awarding body’s specification , particularly the level of control required, and are familiar with the relevant teachers notes, and any other subject specific instruction
- All confidential materials, together with the work produced by the candidates, and are stored securely at all times
- The Special Educational Needs Co-ordinators (SENCO) and the Exams Officer are informed about any assistance required for the administration and management of access arrangements
- In collaboration with the Exams Officer, to submit controlled assessment marks to the relevant awarding body
- In collaboration with the Exams Officer dispatch students’ assessments for moderation
- In the case of formal supervision (high level of control) candidates do not have access to email, internet, mobile phones or any other electronic devices.
- If a student’s work is lost within the school, this must be reported to the awarding body
- A log is kept which contains
 - the date and time of each assessment together with its title
 - the name of the supervising teacher
 - a list of candidates who were present during the assessment
 - a list of any absent candidates
 - a log of any incidents which occurred during the assessment is kept for each controlled assessment
- If suspected malpractice occurs, the Headteacher and the Exams Officer must be informed.

While the Head of Department has overall responsibility, each teacher is responsible for the implementation of both external and internal assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing Coursework/Controlled Assessment

Teaching staff must

- 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 material/tasks set by awarding bodies in sufficient time to prepare for the assessment and ensure that such materials, together with the work produced by the candidates, are stored securely at all times

- Ensure that students understand the assessment criteria for any given assessment task
- Be responsible for ensuring that an appropriate level of supervision is in place for each part of the assessment task
- Supervise assessments at the specified level of control and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- If a student is absent, the teacher must allow that student the chance to make up time if necessary
- 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 then submit marks to the Head of Department at the date required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- 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
- If work is saved on memory sticks these must be collected in after each session and locked away.

The Exams Officer will

- 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
- Distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines
- In conjunction with the SENCOs ensure access arrangements have been applied for before the deadline date for each exam season
- Be familiar with JCQ "Instructions for Conducting Controlled Assessments" and other related JCQ documents
- Be familiar with general instructions relating to controlled assessment from each relevant awarding body
- For long absences, special consideration should be applied for.

Special Educational Needs Co-Ordinators will

- Co-ordinate requests for special access arrangements
- Ensure that a diagnostic report is prepared for each student requiring access arrangements based on learning needs, and apply for the access arrangement before the deadline date for each exam season
- Work with teaching staff to ensure requirements for support staff are met
- Be familiar with JCQ "Instructions for Conducting Controlled Assessments" with reference to special access arrangements

Network Offices will

- Create separate user accounts for exam use to be used for high control level work. These must have no access to internet or email and must only be accessible during the controlled sessions.

Good practice

- At the start of a formal sessions of controlled assessment candidates should be reminded to turn their phone off and disable alarms
- Staff are encouraged to go through the JCQ Notice to Candidates (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice
- Each student should keep a record in their planner of the guidance and feedback received from their teacher. They should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.

Student Malpractice

The Headteachers will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body
- If the irregularity is identified 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
- Supervise all investigations resulting from an allegation of malpractice
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a student with their controlled assessment beyond the guidelines contained within each specification
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed

Monitoring and evaluation

The policy should be read in conjunction with the

- Exams Policy
- Controlled Assessment Internal Appeals Policy

Task Taking

Head of Department and individual teachers must ensure that an appropriate level of supervision is in place for each part of an assessment task. There are three levels of supervision clearly outlined in each subject specification:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Formal supervision means:

- Candidates will be under direct supervision at all times – in most cases supervision will be undertaken by the class teacher
- Use of resources and interaction with others will be limited to what has been specified by the awarding body
- Use of mobile phones and internet/ email access will be prohibited
- Only computers created with separate user accounts with no access to the internet, spell check or emails will be used
- Subject specific display material with direct relevance to an assessment task will be covered
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the assessment session (s)
- A separate record of any incidents which occur during assessments will also be kept.

Informal Supervision means:

- Interaction with others, including group work is permitted
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final/formal assessment is the candidates own work
- Sources used by candidates are clearly recorded.

Limited Supervision means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom - this may include research and data collection
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Task Authentication and Marking

- Each year, before the first controlled assessment is conducted in school, all students concerned will be issued with a copy of the JCQ Notice to Candidates GCSE and Principle Learning: Controlled Assessments. Candidates will be reminded of the key points from this document before completing each assessment task
- Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given and sources used have been acknowledged
- Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate
- If candidate malpractice is suspected, this will be referred to the relevant Head of Department, Headteacher and Exams Officer who will follow the guidance set out in the JCQ "Instructions for Conducting Controlled Assessments"

- Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements
- Internal standardisation will be completed before external moderation to ensure all work has been marked to some standard
- If a teacher teaches his/her own child, this will be declared as a conflict of interest and assessment work will be marked by another member of the teaching staff
- If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

Factors affecting individual candidates

If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised.

- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed by the school
- Special access arrangements will be agreed according to the published JCQ guidance on access arrangements. This will be co-ordinated by SENCO and the Exams Officer.
- The school will consider requests to repeat controlled assessments tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by the Head of Department and the appropriate teacher
- If a controlled assessment task was formally completed under formal supervision, a completely new task must be set under a new period of formal supervision.

Policy dated: September 2017

Rob Pritchard	Racheal Haley
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