



Controlled Assessment

- This is a form of internal assessment which replaces GCSE 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.
- 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 pupils.

Outlining staff responsibilities - GCSE controlled assessment

Senior Leadership Team

- The Principal (Head of Centre) is responsible for ensuring that controlled assessment work is conducted in accordance with the Instructions issued by JCQ and any subject-specific instructions issued by an awarding body. The strategic responsibilities will be delegated to The Senior Teacher (Examinations and Assessment working in liaison with the Vice Principal (Teaching and Learning/Curriculum)
- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions. (Principal and Senior Teacher and Heads of Department)
- At the start of the academic year, begin coordinating with Heads of Department to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4). (Senior Teacher)
- Map overall resource management requirements for the year (Senior Teacher). As part of this resolve, when agreement cannot be found:
 - 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 (Senior Teacher)
- Communicate with parents and pupils the importance of controlled assessments, the arrangements in place and the conditions which have to be met. (Principal and Senior Teacher and also Year Heads)
- Ensure that educational trips and visits, including sporting activities, do not interfere with planned controlled assessments (Vice Principal, Pastoral/Community)
- Create, publish and update an internal appeals policy for controlled assessments (Vice Principal (Teaching and Learning/Curriculum)



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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.
- Advise SLT (Senior Teacher and Vice Principal Pastoral/Community) of the proposed arrangements (including timescale for each Controlled Assessment Task)
- Ensure all department colleagues are advised of the agreed arrangements for each Controlled Assessment Task
- 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 contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the Exams Officer details of all unit codes for controlled assessments as required.
- On the few occasions where controlled assessment has not been completed, arrange suitable accommodation and supervision where controlled assessment can be carried out.

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.
- Ensure all pupils in the class are aware of the arrangements (including timescale and task completion dates) of each assessment
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.



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- Take all reasonable steps to ensure that tasks have been completed within the guidelines laid down by the awarding body and/or JCQ including standardization and authentication procedures.
- 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..
- Liaise with SENCo regarding provision of extra time and supervision for pupils with Access arrangements

Exams Officer

- Ensure that all pupils are, at the start of their GCSE studies (Year 11), issued with the JCQ regulations/information for pupils regarding Controlled Assessment.
- 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.
- To enquire as to the progress of Controlled Assessments from a new admission in Years 11 or 12 and to contact the previous school if necessary.
- To ensure that the Awarding Body's regulations are adhered to in the event of a candidate who wants to resit a Controlled Assessment unit.
- Advise relevant examination board of any changes in mark resulting from an Internal Appeals Procedure.
- Advise pupils when required of the regulations relating to an external appeal of controlled assessment marks.



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SENCo

- In conjunction with the Exams Officer, ensure access arrangements have been applied for and that arrangements are in place for supervision of pupils requiring access arrangements.
- Work with teaching staff to ensure requirements for support staff are met.
- Arrange for appropriate assessments to be carried out in Year 10 where Access arrangements might be required for Controlled Assessment purposes.

ICT Technician

- To set up access accounts as requested by departments.
- To liaise with Heads of Department if ICT problems are encountered.

Chairman of the Board of Governors Curriculum Sub Committee

- Initiate a further investigation on behalf of the pupil if he/she remains dissatisfied with the outcome of the initial internal appeal.

Responsibility of pupils and their parents

- Ensure that all advice provided by the class teacher has been followed
- Make every effort to be present for the arranged controlled assessment sessions
- Parents should advise school immediately if exceptional circumstances eg serious illness or bereavement prevent their child being present for controlled assessment sessions

Heads of Department were consulted on this Policy on 18 October 2010

Signed R. Alcorn (Chairman of the Board of Governors)

Date 060111

Signed R. Wilson (Principal)

Date 060111

Date for Review September 2012 or earlier pending further guidance