



This policy is based on a 'Southfield School' policy, which closed on 31 December 2016. This policy has been adopted as far as possible following the sponsored conversion to Northern House Academy Trust. The policy is due for full review and will be done so at the earliest opportunity by the Local Governing Body of Northern House School (Wokingham), within a period of 6 months.

## **Introduction**

Controlled assessment is a form of internal assessment where the control levels (high, medium or low) are set for each stage of the assessment process: task setting, task taking and task marking. In certain subject's 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.

## **Roles and Responsibilities**

### 1. The Deputy Head (Teaching & Learning)

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- Coordinate, with subject coordinators, a schedule for controlled assessment to take place.
- 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, timeout of school, etc.).
- Ensure that all staff involved have access to a calendar of events.
- Update an internal appeals policy for controlled assessments.

### 2. Subject Coordinators

- Decide on the Awarding Body and specification for a particular GCSE.
- Ensure the safe and secure conduct of controlled assessments in their subject and comply with JCQ guidelines and Awarding Bodies' subject specific instructions.
- 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.
- All marking is standardised.
- Ensure that individual teachers understand their responsibility with regard to controlled assessment and are familiar with the contents of the JCQ publication "Instructions for Conducting Controlled Assessments".



- Ensure 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.
- 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.
- Ensure all confidential materials, together with the work produced by the candidates are stored securely at all times.
- Support staff are given sufficient notice in which to order and prepare materials needed for assessments.
- In the case of formal supervision, candidates to not have access to email, the internet, mobile phones or any other electronic device.
- Where videos or photographs/images of the candidate are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians.
- 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.

### 3. 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, teacher's 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 together with the work produced by the candidates are stored securely at all times.
- 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.
- 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 exam officer to the Awarding Body. Submit marks through

the Examination Officer to the Awarding Body when 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.

#### 4. Exam Office Staff

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the exams office, to be responsible for the receipt, safe storage and safe transmission, whether in CD, digital or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send marks sheets to Awarding Bodies before deadlines.

#### 5. Special Educational Needs Co-ordinator

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