

Ysgol Y Bont Faen

Cowbridge Comprehensive School



Management of Controlled Assessments Policy

Formulated by: Mr Alan Fowles, Deputy Headteacher

Adopted by Pupil Affairs' Committee: 5th July 2012

Last Reviewed: Spring 2017

Review annually

Next Review: Spring 2018 or subject to changes in statutory guidelines or legislation

Date of any amendments made to policy & brief points:

Date	Section
13/03/2017	Page 2 - JCQ publication name

COWBRIDGE COMPREHENSIVE SCHOOL

Management of Controlled Assessments Policy **To be read in conjunction with the Health and Safety Policy**

Controlled Assessments at Cowbridge Comprehensive School are conducted in accordance with the JCQ publication headed:

Instructions for conducting controlled assessments
1 September 2016 to 31 August 2017

The Senior Leadership Team will:

- Be accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- At the start of the academic year, begin coordinating with Heads of Departments to schedule controlled assessments. This will be subsequently reviewed through the school middle management meetings
- Map overall resource management requirements for the year. As part of this resolve:
 1. Clashes/problems over the timing or operation of controlled assessments
 2. Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.).
- Ensure that pupils with additional needs or special requirements will be adequately provided for
- Ensure that all HoDs are involved in the production of a calendar event
- Create, publish and update an internal appeals policy for examinations (including controlled assessments). This policy will be available for inspection by relevant awarding bodies and will also be aligned to the statutory appeals procedure of the school
- Ensure that behaviour in planning or assessment tasks conforms to standards of external assessments and complies with school behaviour policy.

Heads of Department will:

- Decide on the awarding body and specification for a particular GCSE and communicate this to the pupils and parents
- 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
- 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 contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specification and control requirements
- Ensure that all staff have access to relevant internal and external training and support as part of their professional development
- Supply to the exams officer details of all unit codes for controlled assessments
- Supply the Exams Officer with accurate lists of pupils being entered for Controlled assessments
- 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
- 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 Learning Support Manager for any assistance required for the administration and management of access arrangements for ALN/SEN pupils.

Teaching staff will need to:

- 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
- 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 or invigilators sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through exams office to the awarding body when required, keeping a record of the marks awarded.

Exams office staff:

- 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 mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines (where appropriate). Instruct staff to complete on line mark sheets where required.
- 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
- Provided all relevant links with awarding bodies in resolving any issues, concerns or points of clarification

Special educational needs coordinator/additional learning support must:

- Ensure access arrangements have been applied for all candidates and are at the appropriate level
- Work with the Heads of Department and Exams Officer to ensure requirements for support staff are met and are planned prior to commencement of the assessments.

Additional Notes on Controlled Assessments at Cowbridge Comprehensive School:

- Repeating Controlled Assessments

Candidates will only be able to repeat or retake a controlled assessment in exceptional circumstances. These will include illness, family crisis etc. Each individual case will be assessed on its merits.