



ABBOTSHOLME SCHOOL
GCSE CONTROLLED ASSESSMENT POLICY

In line with guidelines issued by JCQ, Abbotsholme School's Senior Management Team are accountable for the safe and secure conduct of controlled assessments. The Senior Management Team co-ordinate with Heads of Department to ensure that all staff have a calendar of events and schedule controlled assessments to avoid clashes over the timing or operation of controlled assessments (e.g. the need for particular facilities, IT networks, time out of lessons etc.)

The Senior Management Team produce an internal appeals policy for controlled assessments.

Responsibilities for managing controlled assessments are as follows:

Heads of Department

- Decide on the awarding body and specification
- Ensure the terminal assessment requirement is completed in accordance with the awarding body specification.
- Standardise internally the marking of teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities and the requirements with regard to controlled assessments.
- 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 the Examinations' Officer with details of all unit codes 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.
- Post-completion, retain candidates' work securely until the closing date of 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 the Head of Dyslexia re any assistance for the administration and management of access arrangements.

- Where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation.

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 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 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).

Examination 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.
- Where confidential materials are directly received by the exam office, to be responsible for receipt, safe storage and safe transmission.
- Download and distribute mark sheets and send off completed sheets.
- Distribute the returned sample controlled assessments to Heads of Department, reiterating that these are kept secure until after the deadline for enquiries about results.

Head of Learning Skills

- Ensure access arrangements have been applied for.

- Work with teachers to ensure requirements for support are met.