



CONTROLLED ASSESSMENT POLICY

Rationale

The governing body is committed to the safe and secure conduct of controlled assessments in the best interests of students and with clear guidelines for all relevant staff.

Policy

- All controlled assessments will comply with JCQ guidelines contained in the document 'Instructions for Conducting Controlled Assessments' of which every subject leader has a copy. There is also a copy in the Exam folder in Staff Share on the intranet.
- All controlled assessments will also adhere to awarding bodies' subject-specific guidelines.
- Every student will be given a copy of the relevant JCQ 'Notice to Candidates' before undertaking his/her first controlled assessment.
- The school will ensure that access arrangements and special consideration guidelines are adhered to in relation to controlled assessments as they are with regard to formal written examinations.

Guidelines

1 Subject Leaders/teachers will:

- decide on the specification to be followed, in consultation with the Exams officer and the Headteacher.
- ensure that they are aware of and comply with all relevant guidelines from JCQ and awarding bodies.
- understand and comply with the awarding body's subject specific requirements for conducting controlled assessments.
- 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.
- where appropriate develop new assessment tasks or contextualise sample assessment tasks to meet local conditions.
- supply to the Examinations Officer in good time all requested details concerning unit codes, entries and marks
- 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 that students and supervising teachers sign authentication forms on completion of the assessment
- mark internally assessed components within a reasonable period of time following completion using the mark scheme provided by the awarding body and submit marks when required to the Examinations Office, keeping a record of the marks awarded.
- post completion, retain candidates' work securely in a locked store or cupboard (for hard copies) or on a secure area of the school network which is subject to regular back-up for

electronic copies until after the closing date for enquiries about results. If such an enquiry is submitted, retain candidates' work securely until the outcome of that enquiry and any subsequent appeal has been conveyed to the centre.

- retain candidates' work securely between assessment sessions where more than one such session is required.

2 Examinations Office Staff will:

- enter students for individual units as requested by teaching staff before the entry deadline.
- ensure access arrangements have been applied for where necessary.
- work with teaching staff to ensure requirements for support staff are met
- enter students' 'cash-in' codes for the terminal examination series.
- be responsible for the receipt, safe storage and transmission to teaching staff of confidential materials received directly by the Examinations Office.
- download and distribute marksheets as required and collect and send completed marksheets to awarding bodies before deadlines.
- assist departments to find suitable accommodation for controlled assessments.

Monitoring, Evaluation and Review:

This policy will be monitored by the Examinations Officer and evaluated and reviewed every three years by the Headteacher and governing body.

Dissemination of the policy:

This policy is available on request to parents and carers, the LA and Ofsted through the Exams Officer.

Other relevant policies:

- Examinations policy