



Llantwit  
Major  
School

Ysgol  
Llanilltud  
Fawr

# CONTROLLED ASSESSMENT POLICY 2013

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| Responsibility: | D L Davies |
| Review:         | May 2016   |

## **Definition**

Controlled assessment 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.

## **Responsibilities**

### **Head Teacher of Centre:**

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.
- Responsibilities to relevant GCSE awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications.

### **Assistant Head Teacher:**

- In collaboration with Heads of Department, Exams Officer and SENCO produce an agreed calendar of controlled assessments and circulate to all staff to avoid clashes with school trips or other activities.

### **Examinations Officer:**

- To be familiar with JCQ instructions for conducting controlled assessment and other related JCQ documents.
- To be familiar with general instructions relating to controlled assessment from each relevant awarding body.
- In collaboration with Heads of Department/Teachers in Charge of Subject, to submit controlled assessment marks to the relevant awarding body at the appropriate time.
- In collaborations with Heads of Department/Teachers in Charge of Subject, dispatch students' assessments for moderation.
- In collaboration with Heads of Department/Teachers in Charge of Subject, make appropriate arrangements for the security of controlled assessment materials.
- In collaboration with Heads of Department/Teachers in Charge of Subject, apply for special consideration for students who have experienced long absences.
- In the event of suspected malpractice the appropriate exam board must be informed.
- In the event that a student's work is lost within the school, this must be reported to the appropriate exam board.

### **Curriculum Leaders:**

- To be familiar with JCQ instructions for conducting controlled assessment.

- To understand and comply with specific instructions relating to controlled assessment for the relevant awarding body.
- To encourage parental awareness of the CAT restrictions in a subject as part of option process.
- To obtain the controlled assessment from the relevant exam board.
- To plan for methods of recording ongoing student progress.
- To plan and choose the most appropriate time for the controlled assessments to take place and inform Assistant Headteacher, Exams Officer and SENCO, taking into account the accommodation and resources required.
- To notify the Exams Officer when High level controlled assessments are taking place.
- To ensure that where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- To ensure that Authentication forms are signed by the teachers and students.
- In collaboration with the Exams Officer dispatch students' assessments for moderation.
- In collaboration with the Exams Officer, make appropriate arrangements for the security of controlled assessment materials.
- **To ensure that all assessment materials must be locked in suitable secure cabinet/storage facility at the end of each session.**
- To collaborate where appropriate, with IT Support to create separate user accounts for exam use which must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during controlled sessions. **If work is saved onto memory sticks these must be collected in after each session and locked away securely in a suitable secure cabinet.**
- **To ensure that students work is securely stored until all results have been verified.**
- In collaboration with SENCO and Exams Officer ensure that special access arrangements are adhered to.
- In the event of a student absence, the teacher must allow that student the chance to make up the time if necessary.
- In collaboration with the Exams Officer apply for special consideration for students who have experienced long absences.
- In the event of suspected malpractice the appropriate exam board must be informed.
- In the event that a student's work is lost within the school, this must be reported to the appropriate exam board.

## SENCO

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements.
- To be aware of the level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that the students are under exam conditions.
- Coordinate requests for special access arrangements.

## Subject Teachers

- To undertake controlled assessments in accordance with the specific instructions from the relevant awarding body.
- To undertake appropriate monitoring and intervention procedures to ensure candidates comply with time and each candidate has adequate access.
- To take part in the appropriate departmental standardisation of controlled assessments.
- To ensure that all assessment materials are locked in suitable secure cabinet or storage facility at the end of each session.
- To ensure that if work is saved onto memory sticks these must be collected in after each session and locked away securely in a suitable secure cabinet.
- To ensure that attendance records from assessment sessions are kept.
- To ensure that students work is securely stored until all results have been verified.

### Task Setting

In accordance with specific awarding body guidelines, Curriculum Leaders in Charge of Subject will be responsible for the selection of controlled assessment task forms from the appropriate list or for setting appropriate centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

### Task Taking

Controlled Assessment tasks will be undertaken with three levels of supervision:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Curriculum Leaders will be responsible for ensuring that the appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.

Relevant display materials must be removed or covered.

Work may be hand written in black ink or word processed. Printouts, charts and videos can be included where appropriate.

Each student is to keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography. This should be handed in at the end of each session.

At Llantwit Major School **formal supervision** means:

- Candidates will be under direct supervision at all times - in most cases, supervision will be undertaken by the class teacher.
- Use of resources and interaction with others will be limited to the regulation guidance specified by the awarding body.
- Tasks will be undertaken during normal timetabled lessons unless alternative arrangements are requested and approved in advance via curricular leaders.

- Use of mobile phones and internet / e-mail access will be prohibited dependant of scam board rules.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. **If work is saved on memory sticks these must be collected in after each session and locked away securely.**
- Subject specific material with direct relevance to an assessment tasks will be covered up or removed.
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all the students present for the assessment sessions(s).
- A separate record of any incidents which occur during assessments will also be kept.

At Llantwit Major School **informal supervision** means:

- Interaction with others, including group work as permitted.
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work.
- Sources used by the candidate are clearly recorded.

At Llantwit Major School **limited supervision** means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom - this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

### **Task Authentication and Marking**

Each year, before the first controlled assessment is conducted in school, all students in year 10 will be issued with a copy of the JCQ Notice to Candidate GCSE and Principal Learning: Controlled Assessment. Candidates will be reminded of the key points from this document before completing each task.

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged.

Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

The school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected,

this will be referred to the relevant Curriculum Leader and Exams Officer who will follow the guidance set out in the JCQ instructions for controlled assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a teacher teaches his/her own child, this will be declared as a conflict of interest and assessment work will be sent to the moderator whether it has been requested as part of the sample or not.

If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

### **Factors Affecting Individual Candidates**

If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised by the classroom teacher / Curriculum Leader. Departments need to agree on a timetable of catch up sessions.

If suspected malpractice occurs, The Exams Officer will be informed and the appropriate action taken.

**The school will follow the procedures set out in the JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school. If work is lost by a member of staff because it was not securely locked, the Head Teacher may take disciplinary action.**

Special Access Arrangements do apply to controlled assessment tasks and will be agreed according to the published JCQ guidance on Access Arrangements. This will be coordinated by the SENCO.

The school will consider requests to repeat controlled assessment tasks if they are made before the marks have been submitted to the relevant body. Decisions will be made on an individual basis, by SLT in consultation with Curriculum Leaders of Teachers in Charge.

If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

### **Schedule for Controlled Assessment**

The school will produce a schedule showing periods of controlled assessment for each subject. This will be linked to the whole school calendar and extra curricular events in order to prevent candidates missing important assessments. As far as possible the school adhere to the published schedule of assessments.