



## **Controlled Assessment Policy**

Controlled assessment will be undertaken by student studying GCSE qualifications from September 2009. These assessments will be conducted under the supervision of teachers and it will be the responsibility of the Head of Department and the Class Teacher to ensure that the specific guidelines for their subject are adhered to.

### **General Guidelines**

- HoDs must ensure that all assessment materials are kept secure throughout the assessment process, this includes the tasks set and all work completed by students. (Secure storage is defined as a secure locked metal cabinet or similar.)
- HoDs must check the relevant subject-specific guidance from their Awarding Bodies to ensure that the tasks set are developed in line with the requirements of the specification and are appropriate to the year of submission.
- Any explanation or interpretation given by teaching staff must be general and not specific to a candidate's work.
- In many subjects candidates will need to use information from public sources when researching and planning their assignments. The use of the internet is permissible during the research and planning stages, but not when the work is being word processed or written (unless otherwise stated by the relevant Awarding Body).
- Candidates should place quotation marks around any passages that have been derived from a published source and give detailed references, preferably in a bibliography or as a reference on the relevant page of their assignment.
- Where candidates are using electronic storage facilities, eg CDs, DVDs, MP3s and laptops, appropriate checks must be undertaken to ensure that only permitted material is introduced into the assessment environment.



- All teachers must ensure that all time and word limits are adhered to. It is suggested that a record is maintained by staff delivering Controlled Assessments to their students.
- Whilst feedback may be provided to candidates, teachers must ensure that work submitted for final assessment is the candidate's own work.
- All handwritten work must be completed in **black pen**.
- In the event that videos/photographs/images of candidates are included as evidence of individual participation or contribution HoSs **must ensure** that their candidates have not elected to be exempt from Fair Processing Notices. *Please cross-reference this data with the information held by the Headteacher's PA.* If a candidate's family/carer has elected out of Fair Processing this candidate must not include images of themselves in their Controlled Assignments or their parent/carer must provide written consent.

Absent candidates must be allowed the opportunity to make up the hours missed. If a candidate is long-term

absent special consideration may be applied for through the Exams Officer.

- Attendance records **must** be kept for all Controlled Assessment sessions by the class teacher. Candidates may be required to complete a log (please check the requirements of the relevant Awarding Body).
- Timetabling of Controlled Assessments requires co-ordination with appropriate consideration of access to resources and candidates other controlled assessment and examination events. The school calendar should be regularly checked for events which may impact on the completion of the Controlled Assessment. The Curriculum Deputy will co-ordinate the availability of resources such as ICT.
- Curriculum Deputy/Head of Year KS4 should write to parents at the beginning of the year indicating when any field visits or Controlled Assessments will take place so that unnecessary absences can be avoided.
- Where a student has a statement of special educational need or a learning need HoS should refer to the Exams Officer and Head of Learning Support for advice in facilitating the student.



## There are three levels of supervision:

- **Formal** (high level of control)
  - Direct supervision of candidates at all times.
  - Access to email, the internet and mobile phones will not be permitted.
  - In advance of Controlled Assessment in using ICT facilities the class teacher must arrange with the ICT Manager for relevant students to be given an individual exam user log in which disables internet and email access.
  - Please give two weeks' notice, via email to ICT Manager to allow set up.
  - Class teacher must notify ICT Manager of date, time, venue and names of students involved. Please note students legal surname not preferred names need to be submitted. Please flag up any subject-specific requirements.
  - Check the guidance from the relevant Awarding Body for other restrictions in resources.
  - Any display material in the **CONTROLLED ASSESSMENT** environment which may provide assistance must be removed or covered.
  - The class teacher must supervise the candidates. The class teacher should complete a seating plan with candidate names/date of controlled assessment.
  - The class teacher must record dates and times of the assessment and any incidents that occur. If an incident does occur the HoS must be informed immediately in writing and a copy **must** be logged with the Exams Officer. Procedures must be followed in adherence to the awarding bodies guidance.

**It is HoD, and staff i/c of subject responsibility to ensure that they check with their Awarding Body for any subject-specific additional requirements.**



- **Informal** (medium level of control)
  - The use of resources is not tightly prescribed and group work is normally permitted provided that any assessable outcomes can be attributed to individual candidates.
  - Candidates do not need to be under direct supervision at all times, however the class teacher must ensure that all candidates participate, plagiarism does not take place, sources used by candidates are clearly recorded and that each candidates work is their own.
- **It is HoD, and staff i/c of subject responsibility to ensure that they check with their Awarding Body for any subject-specific additional requirements.**
- **Limited** (low level of control)
  - Work may be completed without direct supervision.
  - Research or data collection may take place outside of the classroom.
- **It is HoD, and staff i/c of subject responsibility to ensure that they check with their Awarding Body for any subject-specific additional requirements.**

### **Moderation and submission**

- All public examination students will be issued a JCQ Notice to Candidates: Controlled Assessment in September of each academic year by the Exams Office.
- For moderation or external marking purposes, word-processed or written work should be submitted with a plain cover or folder, together with the cover sheet provided by the Awarding Body. The cover or folder must be marked clearly with the candidate's name and number, the centre number (50741), specification title or code, and the component /unit title or code. If an assignment is word processed the candidate must ensure that his or her name appears on each page as a header or footer.
- The relevant exam board declaration must be signed by the candidate and centres should record marks of zero if candidates cannot confirm the authenticity of work submitted for assessment.
- All teachers that have assessed the work of any candidate must sign the declaration of authentication.  
**If during the external moderation process there is no evidence that the work has been properly authenticated the Awarding Body will set the associated marks to zero.**



- If a teacher is unable to sign a declaration of authenticity the HoS should investigate the concerns and inform the Exams Officer.
- Where assessments are internally assessed and externally moderated, standardisation must occur. HoSs are responsible for the internal standardisation of their specification. A centre declaration sheet must be signed to confirm that this process has occurred.
- If a member of staff teaches their own child the centre must declare the conflict of interest and send the **marked work to the moderator whether it is part of the sample or not.**
- Annotations should be clear, unambiguous and appropriate to the specification requirements.
- Candidates' marks must be submitted to the Awarding Body by the date required. **It is the HoSs responsibility to check this date annually as Awarding Bodies may not accept work that arrives too late to be moderated.**
- Work must be kept until after all post-results services have been completed – generally this is 1 November of the following academic year.

#### **Access arrangements:**

- All candidates are entitled to the same provision as for any external examination. **It is the responsibility of HoSs and class teachers to check with the SENCO regularly for the requirements of their candidates and respond accordingly.**
- If controlled assessment is being conducted early in Year 10, HoSs must inform the SENCO so that candidates can be tested for their eligibility for additional support.
- The class teacher must ensure that credit is only given for the skills demonstrated by the candidate working independently and that access arrangements do not undermine the integrity of the qualification.



## **Procedure for Malpractice and Loss of Controlled Assessment**

- If the class teacher suspects malpractice the HoS must be informed at the earliest opportunity.
- Malpractice is defined as candidates:
  - submitting work that is not their own;
  - lending their work to others to allow it to be copied;
  - allowing others access to or use of their own independently sourced material (they may lend books but must not plagiarise the research);
  - use any book, or internet or other sources without acknowledgement or attribution;
  - and submit work processed by a third party without acknowledgement.
- The HoS must refer to the JCQ Instructions for Conducting Controlled Assessments for the latest guidance ([www.jcq.org.uk](http://www.jcq.org.uk)). The HoS must inform the Exams Office of the incident and keep records of all actions.
- If irregularities are discovered prior to candidates signing the authentication declaration this should be dealt with through the centres internal procedures and need not be reported to the Awarding Body. Details of any work which is not the candidates own must be recorded on the authentication form.
- The Head of Year must be informed of the malpractice of the candidates involved and their parents/carers notified. Consequent actions will be determined by the level of the malpractice.
- If a candidate's work has been lost within the Centre or accidentally destroyed the circumstances should be reported immediately to the Awarding Body via Exams Office.

**All staff please refer to the current JCQ Instructions for Conducting Controlled Assessments which is available from the exams office.**

This policy was based on the 2009 JCQ guidance.

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Next Review January 2013