CONTROLLED ASSESSMENT PROCEDURE

Reviewer: Mr M Lamble

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To be ratified at the next Governing Body meeting

RATIFIED BY GOVERNING BODY ON 19/10/16

APPROVED BY: _____

DATE: _____

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1   Introduction

1.1   JCQ Requirements

As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. It also applies to internally-assessed Functional Skills and Principal Learning units. The report, which was published in June 2007, recommended that coursework should be replaced in the majority of subjects by controlled assessment.

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task, taking and task *marking (See JCQ Publication - Instructions for conducting controlled assessments 1 September 2016 to 31 August 2017*). In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

This procedure provides guidance and instructions for all legacy GCSE qualifications. Subject teachers and of Heads of Faculty/Department must also refer to specifications or subject-specific documentation.

2   Roles and Responsibilities

2.1   The Deputy Head teacher will:

- At the start of the academic year, co-ordinate with Heads of Department/Faculties to schedule controlled assessments. Where possible controlled assessments will be spread throughout the academic year

- Ensure, on behalf of the Head teacher, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ)

- Map with the Examinations Manager the overall resource requirements for the year and how these resources will be managed. This could include:

    - *Clashes/ problems over the timing or operation of controlled assessments;*
    - *Issues arising from the need for particular facilities (rooms, IT networks, time requirements etc.)*
    - *Relevant training*

- Working with relevant personnel to ensure all staff, students and parents have access to a calendar of events

- Create, publish and update an internal appeals policy for controlled assessment

2.2   Heads of Faculty/Department will need to:

- Decide on the awarding body and specification for a particular GCSE and notify the Deputy Head teacher/Examinations Manager upon request or upon change of specification in addition to providing all unit codes for controlled assessment

- Consult Awarding Bodies to obtain the dates for issue of Controlled Assessment tasks

- Ensure tasks are sourced well in advance to allow time for planning, resourcing and teaching

- Ensure all teachers are using the correct task for the year of submission

- Ensure the safe and secure conduct of controlled assessment in their faculty/departmental areas and comply with JCQ guidelines and awarding bodies' subject-specific instructions

- Refer to the Controlled Assessment sections of the specification for advice on the amount of time required and work out how many sessions will be needed. A departmental schedule will need to be devised and shared with the department. Involve the IT department in the planning process

- Ensure that 100% of the 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

- Implement faculty/departmental procedures to ensure that the marking of all teachers involved in the specification delivery is standardised

- Provide all teachers in their faculty/department with current specifications and guidance on their responsibilities with regard to controlled assessment and that they are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments 1 September 2016 – 31 August 2017*"

- Ensure individual teachers understand the requirements of the relevant awarding body's specification, in particular the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction

- Implement a clear policy in the faculty/departmental handbook on the carrying out of controlled assessment and ensure appropriate staff training takes place on an annual basis

- Establish systems for the secure storage of all confidential materials, together with the work produced by the candidates. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar

- Provide support staff with a minimum of 5 working days' notice in which to order and prepare paper-based materials needed for assessments

- Inform the Inclusion Manager about any assistance required for the administration and management of access arrangements (including the provision of extra time, readers

etc.). It must be taken into account the number of students who are entitled to extra time when drawing up the schedule

- Ensure that in the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices

- Refer to the register of parental/carers/guardians consents where videos or photographs /images of the candidates are to be included as part of the controlled assessment

- Keep a record which contains:
    - The date and time of each assessment together with its title
    - The name of the supervising teacher
    - A list of candidates who were present for each session of the assessment;
    - A list of any absent candidates for each session
    - A log of any incidents which occurred during each session of the assessment

- Identify the options for accommodating student absence and how it will impact on staff, candidates and IT resources

- Develop where appropriate new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

- Set internal deadlines that will allow the department to meet the deadline for the submission of marks and candidates work, as published by the Awarding Body

- Submit marks from controlled assessment to the Examinations Manager or enter on the examination board website before the specified deadline, ensuring copies of marks are stored and held securely in the departmental/ faculty areas. Marks must be carefully checked before they are submitted to the Awarding Body

- Submit the sample of work to the moderator by the specified deadline

- Ensure that there is no sharing of live controlled assessments with students (live controlled assessments is defined as any controlled assessment which has been set either by an awarding body or the centre for a current or future examination series – the work may have been completed in a previous year or is in preparation for the present or future series)

2.3 Teaching staff will need to:

- Be familiar with the general guidelines contained in the JCQ publication "*Instructions for conducting controlled assessments 1 September 2016 – 31 August 2017*" and adhere to Appendix 1 Culcheth High School - controlled assessment guidelines when using ICT equipment

- Understand and adhere to the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website

- Obtain confidential materials/tasks set by the awarding bodies in sufficient time to prepare students for the assessment(s) and ensure that any materials obtained, together with the work produced by the candidates in each session, are stored securely at all times

- Ensure that they are using the correct task for the year of submission

- Obtain any assistance required for students with access arrangements

- Warn candidates that the copying of any controlled assessment in order to present it as their own constitutes malpractice and that it is not permissible to share their work with each other and to do so would constitute candidate malpractice. Furthermore, they should not encourage candidates to help out other candidates e.g. those who may have been absent

- The teacher must ensure candidates understand that information from published resources must be referenced and give guidance on setting out references. Teachers must ensure each candidate keeps a detailed record of his/her own research, planning, resources etc.

- If the task is a high level of control the teacher must ensure display materials which might provide assistance are removed or covered, there is no access to emails, the internet or mobile phones, interaction with other candidates does not occur and no assistance of any description is given

- Supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows

- Ensure that the authentication form(s) is/are signed by both themselves and the student upon completion of an assessment. A student must have read and understood the JCQ "Information for Candidates – Controlled Assessments" (a copy of this is saved in Staff Resources/Exams) before they sign the authentication form.

- If additional assistance is given beyond that described in the specification, teachers must ensure that there is a provision to record this assistance (see page 9 *JCQ publication "Instructions for conducting controlled assessments 1 September 2016 – 31 August 2017"*

- The teacher should keep a record of feedback and advice provided to groups of candidates and to an individual candidate where this may affect the marks awarded

- If a high level of control is specified no advice or feedback of any description can be provided

- Mark internally assessed components using the mark schemes provided by the awarding body and submit marks to the TLR holder at the date required, keeping a record of the marks awarded. Candidates work must be dated by teachers to reflect the time at which it was marked

- Retain candidates' work securely in accordance with this policy between assessment sessions (if more than one)

- Teaching staff must not share the live work of candidates with other candidates within the centre

- Retain all 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

2.4 The Examinations Manager will:

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries. All entries are to be checked and signed by Heads of Department/Faculty and class teachers

- Enter students' 'cash-in' codes for the terminal exam series. These are to be checked by Head of Department/Faculty

- Take responsibility for receipt, safe storage and safe transmission of all materials if received directly into the Examinations Office, whether in CD, digital or hard copy format

- Distribute mark sheets to Heads of Department/Faculty on receipt from Awarding Bodies and ensure the completed mark sheets are sent to Awarding Bodies before deadlines

- On the few occasions where controlled assessment cannot be conducted in the class room arrange alternative suitable accommodation, at the direction of the Deputy Head teacher

2.5 The Inclusion team will:

- Ensure access arrangements have been applied for in accordance with the guidelines outlined in the JCQ Publication - "*Instructions for conducting controlled assessment 1 September 2016 – 31 August 2017 page 22*"

- Work with teaching staff to ensure the requirements for support staff and students are met.

3 Good Practice

- At the start of a formal session of controlled assessment candidates will be asked to hand in their mobile phone and any other electrical device ensuring it is switched off and all alarms are disabled

- Staff need to brief students on the JCQ 'Information for Candidates – Controlled Assessments' at the start of each assessment session and to ensure that candidate's fully understand the penalties incurred in the case of any kind of malpractice

- Students are to be informed of the Fire Evacuation procedures before the start of the Controlled Assessment

4 Student Malpractice

The Head teacher will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice in accordance with the JCQ regulations, paying particular note to *section 10 page 28 in* the JCQ publication "*Instructions for conducting controlled assessment 1 September 2016 – 31 August 2017*"

- Supervise all investigations resulting from an allegation of malpractice

- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation

- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved

5   Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a student with their controlled assessment beyond the guidelines contained within each specification

- Where there is malpractice it will be dealt with under the school disciplinary policy and the awarding body will be informed

6   Monitoring and evaluation

- The effectiveness of the policy will be the responsibility of the Deputy Head teacher working with the Head teacher, SLT, the Examinations Manager and the whole school curriculum and pastoral leaders. The policy will be monitored on behalf of the Governing Body by the Governors' Curriculum Committee on a annual basis

- **The policy should be read in conjunction with the examinations policy, appeals procedure, school disciplinary policy, JCQ publication - Instructions for conducting controlled assessment 1 September 2016 – 31 August 2017, JCQ publication - Access Arrangements and Reasonable Adjustments 2016-2017, JCQ Information for candidates – Controlled Assessments and JCQ Notice to Centres – Teachers sharing controlled assessments and coursework with candidates**

APPENDIX 1

Culcheth High School Controlled Assessment Guidelines when using ICT equipment

- Each student must be given a new controlled assessment username for each subject they need to log onto a computer. The controlled assessment username will follow the format of member of staffs initial and a number

- Staff must make their own Controlled Assessments on the Computer Online booking system
- Teachers need to give four weeks' notice for controlled assessment usernames to be created.
- In Staff Resources there is a folder named 'Controlled Assessments' which will contain excel files for each year group and department.
- Each spread sheet will contain the list of requested usernames and first use password.
- The first time a student logs onto the controlled assessment user account, they will need to create a new four-digit password.
- This new password created by the student, must not be shared or recorded with any students and/or staff.
- If a password is forgotten by a student, they must report to the ICT Support Technicians for this to be rectified.
- It is the responsibility of the teaching staff to update the spread sheet with the name of each student next to the username which is issued to them.
- It is the responsibility of the teaching staff to record on the spread sheet, the time and date of each controlled assessment session.
- It is the responsibility of the teaching staff to record any time missed next to the students' name in the 'Student notes' column.
- The controlled assessment account will have the following restrictions:
  - No internet access (unless the teacher has allowed this)
  - No access to pen drives and other removable media
  - No access to Student resources
- All controlled assessment user accounts will only be allowed to log on between 9:00am and 3:00pm.
- After school lessons need to be booked five days in advance with the ICT Support Technicians to allow after school access.
- Staff have the option to use both laptops and 'fixed' computers, however the standard ICT and e-safety guidelines and policies apply.
- Failure to give notice as stated in this guide may result in the provision and support of the computers, not being able to be provided for the time requested.
- Teaching staff should not access the students controlled assessment account.
- Work to be submitted to Teachers by students must be printed by the student from their controlled assessment account.
- Work which is not able to be printed or a read only version is requested by an Exam board, the teacher should seek the support from the ICT Support Technicians.
- Limitation of support provided by the ICT Support Technician's is outlined below:
  - If a Teacher requests a copy of a students' work, they will only be given a printed or un-editable copy.
  - Copies of work which cannot be printed or needs to be sent to the exam board will be copied by the ICT Support Technicians from the students controlled assessment and given to the Teacher account and given to the teacher in an 'un-editable' format. Examples of this include: PDF, MP3 and PowerPoint Slide Show (PPS)