

# Controlled Assessment/Coursework Policy

## Roles and responsibilities

### Senior Leadership Team

- To be accountable for the safe and secure conduct of controlled assessments/coursework. Ensure assessments comply with the JCQ guidelines and awarding bodies' subject specification.
- At the start of the academic year, begin coordinating with heads of department to schedule controlled assessments/coursework. The school will ensure controlled assessments/coursework are spread throughout Years 10-13.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/problems over the timing or operation of the controlled assessments/coursework.
  - issues arising from the need for the particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff and students have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments/coursework.

### Heads of Department

- Decide on awarding body and specification for a particular qualification.
- Obtain the controlled assessment/coursework task details from the examination board.
- Supply to the examination office details of all unit codes for controlled assessments/coursework.
- 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, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Choose the most appropriate time for the controlled assessments/coursework to take place (usually during timetabled time) and inform the relevant member of the senior leadership team of the date(s) as early as possible in the academic year.
- Plan when and how the assessment will take place, taking into account the accommodation and resource required.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibility with regard to controlled assessments/coursework.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
- Ensure absentees are contacted to confirm arrangements for completing controlled assessments/coursework.
- Ensure relevant display materials are removed/covered up in all rooms used for controlled assessment/coursework.
- Ensure staff are aware of the relevant level of control permitted (high, medium or low) as this will determine the level of supervision.
- Ensure all assessment material is locked in a suitable secure cabinet at the end of each session.
- Ensure separate user accounts for exams are used for high control level work. These must have no access to the internet or e-mail and must only be accessible during controlled assessments/coursework sessions.
- Ensure that special consideration is applied for, for students on long absence.
- Ensure entries for controlled assessments/coursework are made at the appropriate time.
- Report all cases of suspected malpractice to the examination officer.
- Report all instances of lost work to the examination board.
- Ensure that authentication forms are signed by the teachers and candidates.

- Submit marks through the exam office to the awarding body when required, keeping a record of the marks awarded.
- Retain 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.

### **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments/coursework*.
- Understand and comply with the awarding body specification for conducting controlled assessments/coursework, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- 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.
- Supervise controlled assessments/coursework (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Where the specification permits, students may work with others-eg during collection of data. Ensure any descriptions of joint work are in each candidate's own words.
- Ensure attendance records from assessment sessions are kept.
- Ensure work is handwritten in black ink or word processed, and that printouts, charts and videos are included where appropriate.
- Ensure they sign Teacher Authentication forms on completion of a controlled assessment/coursework.
- Mark internally assessed components using the mark schemes provide by the awarding body.
- Ask the SENCO for any assistance required for the administration and management of access arrangements.
- Ensure a student has the chance to make up time if absent.

### **Examination Officer**

- Enter students for individual units, whether assessed by controlled assessments/coursework or external exam, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the occasions where controlled assessments/coursework cannot be conducted in the classroom arrange suitable accommodation where controlled assessments/coursework can be carried out, at the direction of the senior leadership team.
- E-mail heads of department two weeks before each controlled assessments/coursework to ensure that all students have been notified.

### **Special Educational Needs Coordinator (SENCO)**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.