



At The Henry Beaufort School, there are no limitations to success.

2

Controlled Assessment Policy

The Henry Beaufort School

Controlled Assessment Policy

Definition

Controlled Assessment is a form of internal assessment that replaced coursework. 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 gives 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 of Centre:

To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.

To be responsible to relevant GCSE awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications.

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 GCSE awarding body.

In collaboration with Academic Leaders / Teachers in Charge of Subject, to submit controlled assessment marks to the relevant awarding body.

In collaboration with Academic Leaders / Teachers in Charge of Subject, to dispatch students' assessments for moderation.

In collaboration with Academic Leaders / Teachers in Charge of Subject, to make appropriate arrangements for the security of controlled assessment materials.

Co-ordinate requests for access arrangements during task taking.

Academic Leader / Teacher in Charge:

To be familiar with JCQ instructions for conducting controlled assessment.

To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body.

To obtain the controlled assessment task details from the exam boards.

To undertake appropriate departmental standardisation of controlled assessments.

In collaboration with the Examinations Officer, to submit controlled assessment marks to the relevant awarding body.

In collaboration with the Examinations Officer to dispatch students' assessments for moderation.

In collaboration with the Examinations Officer, to make appropriate arrangements for the security of controlled assessment materials.

SENCO

To be familiar with JCQ instructions for conducting controlled assessment with reference to access arrangements.

To arrange necessary testing of students requiring access arrangements before controlled assessments begin.

Subject Teachers

To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body.

To take part in appropriate departmental standardisation of controlled assessments.

Task Setting

In accordance with specific GCSE awarding body guidelines, Academic Leaders /

Teacher in Charge of Subject will be responsible for the selection of controlled assessment tasks from an approved 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)

Academic Leaders / Teachers in Charge of Subject will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task.

Levels of supervision are clearly outlined in each subject specification.

At The Henry Beaufort 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 what has been specified by the GCSE awarding body.

Tasks will be undertaken during normal timetabled lessons in the usual teaching base.

Use of mobile phones and internet / email access will be prohibited.

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.

Subject specific display material with direct relevance to an assessment task will be covered or removed from view.

A record will be kept of the time and date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s).

A separate record of any incidents which occur during assessments will also be kept.

At The Henry Beaufort School informal supervision means:

Interaction with others, including group work is 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 use by candidate are clearly recorded.

At The Henry Beaufort School limited supervision means:

Some aspects of work may be undertaken completely without supervision /outside the classroom – this may include research and data collection.

Subject 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 Candidates GCSE and Principle Learning: Controlled Assessments. Candidates will be reminded of the key points from this document before completing each assessment 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.

Subject 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 Henry Beaufort School will use the JCQ declaration of authentication for controlled assessments, or a similar document provided by the relevant GCSE 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 Academic Leader and Examinations 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(s) will be organised.

The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.

Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. Testing and application for access arrangements will be co-ordinated by the SENCO.

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

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 from missing important assessments. As far as possible the school will adhere to the published schedule of assessments..

Updated Oct 2013 – review September 2014 by Deputy Headteacher

Policy for Controlled Assessments (from Student Handbook)

Preparation for the assessment

1. Topics should be taught as normal in lessons and in this time students can research, plan or draft (where appropriate to the subject) paragraphs that could be applicable to the controlled assessment task.
2. Depending on the subject, the title of the task may or may not be made clear to the students during the planning stages.
3. Students can take all work home at this stage and all work can be checked by the teacher.
4. Teachers can set sample tasks, including similar questions to those in the assessment at this stage. These can be checked by the teacher.

Completing the assessment

1. The written controlled assessment is completed in a classroom.
2. All displays which could assist in a controlled assessment must be covered up.
3. Tables should be arranged so that students cannot see another student's work.
4. Students should be sat at individual desks where possible.
5. Students should hand in mobile phones, items used for listening to music, and any other electronic devices to the teacher before starting the assessment. Before handing in devices students must ensure all devices are switched off. Mobile phones cannot be used as calculators.
6. Bags should be stored at a convenient place in the classroom.
7. Students may have access to relevant material or planning sheets (where applicable) and a copy of the task.
8. The following information should be written on each piece of work where appropriate:
 - Centre number

- Candidate number
- Candidate name
- Task title

9. The time for every controlled assessment varies depending on which subject it is for and which unit it is assessing. Timings will be made clear by the teacher at the start of the session.
10. Out of courtesy to other members of staff, the class teacher should inform the teachers of the following lesson that a controlled assessment is taking place in case students are slightly late.
11. On entering the room, students must be silent, (unless the subject matter allows talking, for example Media) as with any other GCSE examinations and must remain so until the work has been collected in at the end of the allocated time.
12. Students should have clear pencil cases and upon entering the room, the teacher should ask each student to roll up their sleeves and check their hands and arms for writing.
13. During the assessment, teachers should walk around the room ensuring that no extra pieces of paper or additional help are being used.

I accept and will adhere to these conditions during controlled assessments.

Students Signature:

I understand that these conditions must be met by my child in order for them to receive a valid result.

Parent/Guardian Signature: