



# Management of Controlled Assessment Policy

Newbury Academy Trust

September 2017

## Management of Controlled Assessment Policy

### 1. Introduction

- 1.1 "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2 The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

### 2. Aims

- 2.1 This policy outlines the procedures and guidance for all Controlled Assessment to ensure the Trust is following exam board requirements in relation to Controlled Assessments. It also outlines roles and responsibilities of the key stakeholders involved with the processes.

### 3. Staff responsibilities – Controlled assessment

#### 3.1 SLT (Senior Leadership team)

- 3.1.1 Ensure, on behalf of the Headteacher that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ).
- 3.1.2 Co-ordinate with Heads of Departments, and other relevant groups /individuals the schedule for controlled assessment to take place throughout the year.
- 3.1.3 Ensure, with Heads of Departments, that parents / students are aware of key dates in the controlled assessment programme and that the parents / students are aware of the requirements for controlled assessment including the JCQ Information *for Candidates* document.
- 3.1.4 Ensure that parents / candidates are aware of the internal appeals process.

#### 3.2 Heads of department

- 3.2.1 Decide on the awarding body and specification for a particular GCSE/GCE
- 3.2.2 Manage the controlled assessment programme in their department in accordance with JCQ, Awarding Body and subject - specific requirements and guidance.

- 3.2.3 Ensure that all teachers in their department are familiar with the contemporary JCQ document *Instructions for conducting controlled assessments* and that they understand their roles and responsibilities in accordance with the relevant documents and guidance.
- 3.2.4 In particular, Heads of Department should ensure that all teachers fully understand the significance of the different levels of control applied to individual sections of the Controlled Assessment task.
- 3.2.5 Ensure that all confidential materials, together with candidates' work, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet or similar.
- 3.2.6 Liaise with the SENCO concerning any assistance required for the administration and management of access arrangements and / or extra time requirements.
- 3.2.7 Ensure that a log is kept which contains the date and time of each assessment, the names of teachers involved, a list of candidates' present, a list of absent candidates, and a log of any incidents that took place during the controlled assessment.
- 3.2.8 Ensure that the marking of candidates' work is standardised across the department as required and ensure that documentary evidence is retained from all standardisation exercises.
- 3.2.9 Ensure that there is an explicit, contemporary policy on the implementation of controlled assessment and that appropriate staff development takes places as and where necessary.

### **3.3 Teaching Staff**

- 3.3.1 Comply with the guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- 3.3.2 At the start of each assessment session remind students of the requirement to have mobile phones or any other form of smart communication device turned off and ensure that the students are aware of the level of control required for that particular session.
- 3.3.3 Be familiar with and comply with Awarding Body general and subject-specific requirements for conducting controlled assessments.
- 3.3.4 Ensure that all materials, including students' work, are securely stored;

- 3.3.5 Supervise assessments at the **specified level of control**.
- 3.3.6 Ensure that authentication forms are completed and securely stored.
- 3.3.7 Mark internally assessed components as required, using the Awarding Body mark schemes and carry out any associated administration concerning the recording of marks as required.
- 3.3.8 Take part in any standardisation of marking meetings within the department as required.
- 3.3.9 Ask the SENCO for any assistance required for the administration and management of access arrangements.

### **3.4 Exams office staff**

- 3.4.1 Enter eligible students for the appropriate units within the timescales specified;
- 3.4.2 Ensure that all appropriate administrative tasks including the receipt, storage and distribution of confidential examination documents and other necessary documents takes place;
- 3.4.3 Where necessary ensure an appropriate room is booked for the duration of the controlled assessment and that this room is isolated sufficiently to allow exam conditions to take place.
- 3.4.4 Ensure appropriate signage is displayed around any areas which controlled assessment is taking place
- 3.4.5 Provide Heads of Department with a list of candidates entitled to extra time for Controlled Assessment.

### **3.5 The SENCO**

- 3.5.1 Ensure that access arrangements have been applied for.  
Work with teaching staff to facilitate access arrangements.

### **3.6 The Headteacher**

- 3.6.1 Report to the Awarding Body all instances of suspected or actual malpractice;
- 3.6.2 Supervise, or delegate the supervision, of all investigations resulting from an allegation of malpractice.

#### **4. Controlled Assessment – absence**

##### **4.1 Illness**

- 4.1.1 If a candidate is ill and misses any element of the Controlled Assessment, the Subject Teacher will arrange at least ONE catch-up session after school, or at another agreed time, within the deadlines set by the controlled assessment regulations.
- 4.1.2 The candidate needs to be aware that the assignment or task that is carried out by the student may need to be adjusted to ensure fairness in any re-sit situation. This will be carried out in accordance with the relevant exam board's regulations.

##### **4.2 Unauthorised absence**

- 4.2.1 It is the responsibility of the candidate and the candidate's parents/guardians to inform the Headteacher, their teacher and the HOD if they know that they will be absent for any part of the Controlled Assessment process; any alternative arrangements that are made to accommodate individual candidates in these circumstances will be at the discretion of the HOD and will not be optional.
- 4.2.2 Every effort will be made to allocate the same amount of time to such candidates as was afforded to those who were in class but, due to time constraints and teachers' other duties and commitments, this may not always be possible; candidates who were absent without authorisation will be expected to work within these time constraints.
- 4.2.3 This policy should be read in conjunction with the Internal Assessment Appeals Policy.

If you have any questions, they should be addressed to the Trinity Exams Office.

<b>Authorised by</b>	[resolution of] [the Board of Trustees]
<b>Date</b>	[00 month year]
<b>Effective Date of the Policy</b>	
<b>Effective Date for Review</b>	