

## Controlled Assessment Policy

Responsible officer: A. Palmer / S. Morrison

Principal: R Denial

Ratified By: Governing Body

Review frequency: Annual

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Ratified: September 2013

The E-act Burnham Park Academy recognises the value of controlled assessment in the curriculum and strives to ensure that it is delivered, assessed and moderated professionally and effectively.

The school aims to ensure that all students entered for an examination subject have the opportunity to complete the requisite components to an acceptable standard.

There is a separate policy for appeals against internal assessment of work for external qualifications.

## **Leadership Team**

Accountable for the safe and secure conduct of controlled assessments.

They ensure that assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

Prior to, or at the start of, each academic year, begin coordinating with the relevant Head of Year and Heads of Department the schedule of controlled assessments to ensure that they are spread fairly throughout each course so as not to disadvantage students by having several tasks to complete in a short space of time.

Be aware that some assessment tasks may only be valid for a one year rather than a two year course.

Ensure that clashes/problems over the timing or operation of controlled assessments are resolved

Ensure that issues arising from the need for particular facilities (for example room size, IT networks, time out of school to complete a task) are resolved.

Liaise with the person responsible for the timetable when appropriate.

Ensure that all staff involved receives a calendar of events.

Together with the Exams Officer, create an internal schedule of controlled assessment deadlines which teaching staff and students must adhere to in order that staff have time to mark, moderate and submit the work to the Examination Boards.

Maintain an internal appeals policy for controlled assessments.

## **Heads of Departments**

Decide on the awarding body and specification for a particular GCSE.

Stay abreast of any changes made by the awarding body.

Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

Using the internal deadlines created by LT, Heads of Department must set their own departmental deadlines which are made available to students and parents at the beginning of the year.

They are also published on the school website

Standardise internally the marking of all teachers involved in assessing an internally assessed component.

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 that individual teachers understand their responsibilities with regard to controlled assessment.

Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Be responsible for rearranging assessment tasks where students have been absent.

Supply to the exams office details of all unit codes for controlled assessments.

Ensure that exam entries for their Departments are made promptly and accurately.

Collate marks for their Department having checked for completeness and standardisation. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

Post-completion, 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.

Ensure that the SENCO/Exams Officer are advised of dates for Controlled Assessments so that SEN needs can be met by teaching assistants who may also be needed by other departments.

## Teachers

Understand and comply with the general guidelines contained in the JCQ publication "*Instructions for conducting controlled assessments*".

Understand and comply with 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 awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.

Ensure that all candidates understand the assessment criteria, and the deadlines involved.

Maintain a proper balance between controlled assessment delivery and teaching for written/oral/practical examinations.

Monitor students closely to ensure that they are working towards deadlines and strategies are in place to encourage them to do so.

Track accurately the amount of time spent on each assessment. Submit marks to the appropriate Head of Department.

Ensure that students and supervising teachers sign the declaration of authentication form on completion of each assessment.

Mark internally assessed components using the mark schemes provided by the awarding body. Retain candidates' work securely between assessment sessions (if more than one).

Staff at Burnham Park Academy are expected to stick rigidly to the internal school deadlines, allowing late submissions only in exceptional circumstances (e.g. medical emergencies) and in consultation with their Heads of Department/Line manager.

Teachers who refuse to accept work after the deadline will have the full support of their Heads of Department, the Leadership Team and the Governors.

Supervision for the controlled assessment task must be set at the level detailed in the specification. Under formal supervision the candidate must be under direct supervision at all times, but the use of external invigilators and the displaying of JCQ notices are not required.

Staff will not be authorised to withdraw students from other lessons in order to complete controlled assessments unless this has been agreed by LT.

## **IT Support**

To be completed once more is known about individual departments IT requirements e.g.

The level of access required (i.e. no internet access) for Formal Assessments.

How files are to be backed up – separate memory sticks for each subject?

Which subjects will need IT access?

Ensure that support is available at start of each controlled assessment.

## **Exams Officer**

Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, 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 the 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 few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the leadership team.

Ask the appropriate special educational needs coordinator (SENCO) for the appropriate documentation required to manage access arrangements.

Ensure that access arrangements have been applied for following the guidelines in “*Access Arrangements, Reasonable Adjustments and Special Consideration*”.

## **Special Educational Needs Coordinator**

Ensure that the exams officer has all the relevant documentation well before the entry deadline for each exam series to allow time to apply for the necessary access arrangements.

Ensure that required access arrangements follow the guidelines in “*Access Arrangements, Reasonable Adjustments and Special Consideration*” with regard to entitlement, accommodation and supervision.

Work with teaching staff to ensure requirements for support staff are met.

## Students

Responsible for completing research and work required in order to complete the controlled assessment on time and to the appropriate standard.

Ensure they understand the nature of the controlled assessment and the relevant deadlines.

Work un-aided (except where they are involved in collaborative activities)

Seek help from their teachers at an early stage if they experience any difficulties.

Students who begin to fall behind with their tasks are referred early to Heads of Department. If the problem cannot be quickly resolved, parents will be contacted and advised that the student in question is in danger of missing the deadline and perhaps being therefore disqualified from the entire examination. A written warning will follow.

Students who fall behind with tasks in several subject areas will be referred to Heads of Year who will involve parents at an early stage.

Students who fall behind with their tasks will be expected to catch up in their own time. They will not be withdrawn from other lessons in order to do so and students who take time off school to complete work will be recorded as unauthorized absences.

Students found to have cheated – whether through plagiarism or other means – will be reported to the Examination Board and withdrawn from the examination.

A student who does not submit the required tasks may be withdrawn from the examination depending upon the available marks in the written/practical papers.

A student who deliberately misses the deadlines for tasks in order to withdraw him or herself from the examination will be charged for the examination entry

A student can re-sit a controlled assessment if the task is still appropriate for the year. The work presented must be new and not amended work that has previously been submitted, although any research previously carried out may still be used. However, very few subjects allow for the opportunity of resitting a task within the same year.

## Parents

The school recognises the important role that parents have to play in helping their sons and daughters through such a difficult and demanding period of their school careers.

Familiarise themselves with the various deadlines and encourage their children to plan and prepare in good time.

Recognise the difficulties caused – both to the school and to their children – by taking their sons/daughters out of school during coursework periods and plan accordingly.

Help by providing encouragement and support; they should never offer to write the coursework on behalf of the student and be aware that legally the coursework must be the work of the student alone.

Support the school in reinforcing the deadlines set, recognising that the school has the right to set its own internal deadlines well before the official examination board deadlines. This is to ensure that staff have the time to mark and moderate the work, and to complete the necessary paperwork.

Be responsible for informing the exams officer in advance of the exam of any accident/illness which prevents their son/daughter from attending an exam. A Doctors Note/note from parents will be required stating the circumstances.