

- To ensure that Departments have sufficient information and guidance to organise and manage their controlled assessments effectively.
- To co-ordinate access to ICT and liaise with the nominated ICT technician in order to create access to ICT resources as and when required.
- To monitor Department processes and procedures in order to ensure compliance with JCQ requirements and support student performance.
- To create, publish and update an internal appeals policy for controlled assessments.
- To troubleshoot problems/issues as they arise.
- To report to the Governing Body on the effective running of the controlled assessment process.

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 the HOD, to submit controlled assessment marks to the relevant awarding body.
- In collaboration with the HOD, dispatch students' assessments for moderation.
- In collaboration with the HOD, make appropriate arrangements for the security of controlled assessment materials.

Heads of Departments:

- 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 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 dispatch students' assessments for moderation.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of controlled assessment materials.

Subject Teachers:

- To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body.
- To mark the Controlled Assessments and log the results in good time with the departmental Key Stage Coordinator.
- To take part in appropriate departmental standardisation of controlled assessments.
- To make provision for SEN students, where appropriate, by booking Library sessions in good time.
- To ensure that all paperwork is completed, including, in the case of SEN students, the declaration sheets signed by scribes.
- To give adequate notice (at least a week) to the SENCO for the provision of scribes.

Special Educational Needs Coordinator (SENCO):

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements.
- To co-ordinate requests for special access arrangements.
- To provide adequate scribes for SEN students where sufficient notice has been given by the subject teacher.

Librarian:

- To prioritize Library bookings for SEN Controlled Assessments over regular, non-examination, classes.
- To post notices to the effect that the Library is closed during the Controlled Assessment.
- To ensure where possible that Controlled Assessment sessions in the Library are not disrupted by students and staff not involved in the process of Controlled Assessment.

Process of Controlled Assessment

The process has 3 stages:

Task Setting
Task Taking
Task Marking

Task Setting:

Tasks are set either by the awarding body (High control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.

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)

HOD / Subject Teacher 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 this 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 (unless requested otherwise).
- 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.
- 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 this 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 candidate's own work.
- Sources used by candidates are clearly recorded.

At this School 'limited supervision' means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom – this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Behaviour policies during controlled assessments may differ from standard whole school policies. Departments will set their own policies during controlled assessments tasks and share these expectations with the students.

Task Marking

Class 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.

This 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 Subject 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 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 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.

Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This 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 the Senior Leadership Team in consultation with HODs.

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.