



GCSE Controlled Assessment Policy

Policy Name:	GCSE Controlled Assessment Policy		Review Date:	3 Years 25/01/2020
Presented to the Achievement and Curriculum Committee:	Date: 25/01/2017	Adopted by the Full Governing Body:	Date: 19/06/2017	Chair of Governors Signature:

GCSE CONTROLLED ASSESSMENT POLICY

RATIONALE

Queen's Park High School seeks to provide a safe secure and fair environment for the conduct of controlled assessment tests. All staff and students need to be aware of their role in the controlled assessment procedures. Staff should understand the requirements of the relevant awarding bodies and their own responsibilities in the process.

PURPOSE

1. A Controlled Assessment Policy ensures there is a co-ordinated approach and that all parties involved understand their specific roles and responsibilities.

GUIDELINES

1. Senior Leadership Team:

- To be accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year begin co-ordinating with CTLs to schedule controlled assessments. (The school will ensure controlled assessments are spread throughout the academic Years of Key Stage 4).
- To map overall resource management requirements for the year. As part of this to resolve:
 - clashes / problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities
- To create, publish and update an internal appeals policy for controlled assessments. (Annex A)

2. Curriculum Team Leaders:

- To decide on the awarding body and specification for a particular GCSE and to ensure that exam entries are given to the Exams Officer by a specified date.
- To 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.
- To standardise internally the marking of all teachers involved in assessing an internally assessed component.
- To ensure that individual teachers understand their responsibilities with regard to controlled assessment.

- To ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teacher's note and any other subject specific instructions.

3. Teaching staff:

- To understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- To 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.
- To supply to the exams office details of all unit codes for controlled assessments.
- To 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.
- To supervise assessments (at the specific level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- To ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- To mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- To retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, to retain candidates' work securely until the closing date for enquiries about the 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.
- To ask the SENCO for any assistance required for the administration and management of access arrangements.

4. Exams office staff:

- To enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- To 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.
- To download and distribute marksheets for teaching staff to use, and collect and send marksheets 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 Leadership Group.

5. SENCO

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

GCSE CONTROLLED ASSESSMENT GUIDELINES

INTERNAL APPEALS PROCEDURE

1. The Headteacher is in overall charge of managing appeals relating to internal assessments.
2. If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
 - a. The appeal should be made in writing to the Headteacher stating the details of the complaint and the reasons for the appeal.
 - b. The appeal should normally be submitted by 30th April for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the controlled assessments marking and moderation schedule extends beyond this time].
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
4. If the candidate and their parent/carer are not satisfied with the written response they have received then they can request a personal hearing before an appeals panel:
 - a. The appeals panel will consist of the Headteacher and two of the following - the Assistant Headteacher, the Curriculum Team Leader and the Examinations Officer.
 - b. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
 - c. The candidate and their parent/carer will be given at least two days' notice of the hearing date.
 - d. A breakdown of the marks awarded will be provided in advance of the appeal
 - e. The teacher(s) involved will be present at the hearing.
 - f. The Headteacher will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate and their parent/carer.
 - g. The school will maintain a written record of all appeals.
 - h. The school will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal.
5. If the candidate and their parent/carer remain unsatisfied, the case can be referred to the Examinations Appeals Board (EAB). NB This service applies where awarding bodies' normal enquiries and appeals procedures have been exhausted.
6. The existence of this procedure is made known to students and their parents/carers on the school' website. A copy is displayed on the Examinations Noticeboard and can be requested from the Examinations Officer.