

Caister Academy GCSE Controlled Assessments Policy

Definition:

Controlled Assessment is a form of internal assessment and is for all Legacy GCSE specifications with a controlled assessment unit/component. It encourages an integrated approach to teaching, learning and assessment. 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 applies control over internal assessment at three points: task setting; task taking and task marking. Three levels of control apply – high, medium and limited.

Responsibilities:

Head of Centre:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.
- 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 CTL / Teachers in Charge of Subject, to submit controlled assessment marks to the relevant awarding body
- In collaboration with CTL / Teachers in Charge of Subject, dispatch students' assessments for moderation
- In collaboration with CTL / Teachers in Charge of Subject, make appropriate arrangements for the security of controlled assessment materials

Curriculum Team 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 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

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

SENCO

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements
- Co-ordinate requests for special access arrangements

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, CTL's / 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)

CTL's / 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 this school formal supervision (high level of control) 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 and there is no access to e-mail, the internet or mobile phones
- Candidates complete their work independently
- Interaction with other candidates does not occur
- No assistance of any description is provided
- Subject specific display material with direct relevance to an assessment task will be covered
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the assessment session(s)

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

At this school informal (medium level of control) 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 candidate are clearly recorded

At this school limited (limited level of control) supervision means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom – this may include research and data collection
- Candidates may have unlimited access to electronic and printed devices
- Candidates may use the internet without restriction
- Candidates may work in groups
- Class 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 document Information for Candidates: 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.

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.

Teachers and exam officer are to follow the awarding body's instructions regarding the submission of marks and marks must be checked for both addition and transcription errors before submission.

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 CTL 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.

Candidate's work must be dated by teachers to reflect the time at which it was marked

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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.

Storage and retention of work after the submission of marks

Exams officer and subject teachers are responsible for the retention and storage of marks in the following way: -

- Keep a record of the names and candidate numbers for candidates whose work was included in the moderated sample in case of an enquiry about results.
- Moderators will return work directly to the centre but work submitted electronically will not be returned. Work should be kept under secure conditions until after the deadline for enquiries about results
- Take steps to protect work which is being stored electronically from corruption and have a backup procedure in place
- If retention is a problem due to the nature of the work, retain some form of evidence such as photos, audio or video recordings
- Be aware that the awarding bodies may retain some work of candidates for archive and standardisation purposes.

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 and must be applied for in advance of commencing controlled assessments.

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 CTL's.

If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

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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.