



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

**Controlled Assessment Management Policy  
2017 - 2018**

## **Controlled Assessment Management Policy**

The purpose of this controlled assessment management policy is:

- To ensure the planning and management of controlled assessments is conducted efficiently and in the best interest of candidates.
- To ensure the operation of controlled assessments has clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's controlled assessment processes to read, understand and implement this policy.

This controlled assessment management policy will be reviewed annually.

The Senior Leadership Team and the Exams Officer will review this policy.

## **Controlled Assessment Responsibilities**

### **Senior Leadership Team**

- 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 heads of departments to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this, resolve
  - clashes/problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT network, time out of school etc)
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

### **Head of Department**

- Decide on awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- 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.
- 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.

### **Teaching Staff**

Understand and comply with the general guidelines contained in the JCQ publication

- "Instructions for conducting controlled assessments"  
<https://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2017-2018>
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instruction, teachers' notes or additional information on the awarding body's website.

- Supply to the exams office details of all unit codes for controlled assessments.
- 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.
- Supervise assessment (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Submit marks electronically or through the exams office dependant on the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one). Secure storage is defined as a securely locked cabinet or cupboard (where work is stored in hard copy format), for Art and Design or Design and Technology) secure storage may be defined as a classroom, studio or workshop which is locked or supervised from the end of one session to the start of the next.
- Retain candidates' work securely (post-completion) 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

#### **Exams Office Staff**

- Enter candidates for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter candidates' "cash-in" codes for the terminal exam series.
- Where confidential materials are directly received by the exams office be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, collect and send mark sheets to awarding body's before the 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 Senior Leadership Team.

#### Special Educational Needs Coordinator

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