

Controlled Assessment Policy

As instructed by JCQ guidelines issued in 2010, this policy details the management of controlled assessment at Durham High School for Girls. This policy has been drawn up by Stuart Kime, the Director of Studies, in conjunction with Isabel Woodland, the Examinations Officer.

This policy is to be reviewed at the end of the academic year 2010-11.

Introduction

Controlled assessment replaces coursework at GCSE level. The JCQ guidelines issued in the Autumn of 2010 define controlled assessment as “a form of internal assessment where the control levels are set for each stage of the assessment process: task-setting; task-taking and task-marking”.

Controlled assessment measures specific skills that may not necessarily be tested by external assessment.

Controlled assessments at DHSfG normally take place during timetabled lessons, though some take place outside of these sessions.

Roles and responsibilities

Overall responsibility for controlled assessment lies with the Head of Centre (the Headmistress). The Director of Studies and the Examinations Officer work together to ensure that JCQ and awarding body requirements for controlled assessment are met.

Principles

DHSfG believes that every girl should be able to access curricula and examinations appropriate to her Key Stage, and in such a way that she is able to demonstrate her abilities, knowledge and understanding.

While the School does not actively encourage girls to view resit examinations as anything other than an ‘emergency measure’, it is envisaged that girls will need to resit controlled assessments from time to time. Any girls for whom a resit is deemed appropriate will be subject to the JCQ guidelines set out in Section 17, as well as the awarding body’s requirements. Heads of Departments are responsible for ensuring that the stipulations of both organisations are followed.

Timing

An assessment calendar is in operation at DHSfG. This details the timings of controlled assessments (along with other significant assessments) and is used to minimise clashes and manage periods when girls' workload may appear heavy.

Procedures to be followed

The following procedures are to be adhered to by all concerned with the administration and management of controlled assessment at Durham High School for Girls.

Heads of Departments' responsibilities

Heads of departments using controlled assessment **must** read and adhere to JCQ guidance on controlled assessment (this is issued by the Examinations' Officer).

Heads of departments must ensure that all staff concerned with the administration and management of controlled assessment have the necessary information from the awarding body concerning the assessment task and the controls which need to be applied to it. The Head of Department must ensure full familiarity with the requirements of the specification.

Heads of departments using controlled assessment must incorporate it into their schemes of work; guidance on what will be assessed, when assessments will take place, how assessments will be undertaken and where they will be undertaken must be included. Examination board guidance specific to the subject must be followed, and particular reference made to measures taken to ensure that the assessment is 'controlled'.

Heads of departments are responsible for supplying the Examinations Officer with details of all codes for controlled assessment.

Heads of departments are responsible for ensuring that all pupils taking controlled assessments in their subjects are fully aware of relevant dates and deadlines well in advance.

Heads of departments must ensure that candidates are clear about the assessment criteria which they are expected to meet in their controlled assessments. In particular, Heads of departments must ensure that at least 40% of the 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.

Heads of departments must include – as part of their scheme of work – a clear plan from the beginning of GCSE teaching to point of certification which includes deadlines and builds in sufficient time to cope with unforeseen circumstances.

Heads of departments must identify and include – as part of their scheme of work – a suitable time during the GCSE course as a contingency measure to cope with unforeseen circumstances (fire alarms, illness, extreme weather, for instance) which may affect controlled assessments successfully taking place and, thereby, affecting adversely girls' ability to achieve as highly as they might.

Heads of departments must include – as part of their scheme of work – details of internal standardisation measures which adhere to the requirements of the awarding body. These details must demonstrate how standardisation is achieved internally across all those involved in marking internally-assessed components. Furthermore, departments must state whether or not controlled assessment tasks may be taken home for marking by teachers and, if so, what security precautions are in place.

Heads of departments are responsible for ensuring that a record of marks awarded for controlled assessments is retained in the department.

Heads of departments are responsible for liaison with the Head of Learning Support to ensure that access arrangements for candidates with special educational needs are clearly set out and met.

Heads of departments are responsible for informing the Examinations Officer - at the earliest opportunity – of anything that might compromise the integrity of the controlled assessment in their subject.

Heads of departments are responsible for ensuring that subject-specific information regarding security levels for controlled assessment provided by the appropriate awarding body are adhered to. Information regarding adherence to security requirements is to be included in the subject department's scheme of work. Further information regarding secure storage of candidates' work is found in Section 2 of the JCQ guidance and in the awarding bodies' published guidelines.

Heads of departments are responsible for ensuring that candidates' work is kept securely, post-completion, until the closing date for enquiries about results. In the event of an enquiry being submitted, candidates' work must be kept securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the School.

Heads of departments are responsible for ensuring that suitable secure storage for candidates' work is used. Guidance on this is given in the JCQ document; the Examinations Officer will also offer guidance.

Heads of departments are responsible for ensuring that, where candidates are using electronic storage facilities (CDs, DVDs, MP3 players, laptops, memory sticks, for

example), appropriate checks are undertaken to ensure that only permitted material is introduced into the assessment environment. This may require consultation with the IT support staff in order to set the appropriate level of access.

Heads of departments are responsible for ensuring that necessary data records are kept and submitted to the awarding body by the dates specified by the latter. Subject departments should refer to Section 7 of the JCQ guidance and their awarding body's published guidance for further information on record-keeping and submission.

On the few occasions when controlled assessment cannot take be conducted in the classroom intended, Heads of departments should arrange suitable alternative accommodation where controlled assessment can be carried out.

Subject teachers' responsibilities

Subject teachers must not inform candidates of the mark awarded during internal standardisation as this can change during the external moderation process.

Subject teachers are responsible for obtaining 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. It is therefore essential that entry codes are given to the examinations officer as soon as possible, so that estimated entries can be made, which stimulates the provision of preliminary material.

Subject teachers are responsible for supervising assessments (at the specified level of control). Teachers must undertake the tasks required under the regulations, only permitting assistance to students as the specification allows. Attention is drawn to Section 4.1.2, especially the requirement for teachers to remove any display material which might provide assistance to candidates. Alternatively it may be necessary to ask for a room change.

Subject teachers must ensure that students and supervising teachers sign the authentication forms on completion of an assessment.

The Examinations Officer's responsibilities

The Examinations Officer, after liaising with the Head of Learning Support, is responsible for ensuring that access arrangements have been applied for.

The Examinations Officer is responsible for informing subject departments of timings and procedures for the submission of marks through her office to awarding bodies.

The Examinations Officer is responsible for checking that all Heads of Departments using controlled assessment have in place measures that meet the requirements of this policy.

The Examinations Officer is responsible for ensuring that candidates are entered for individual units, whether assessed by controlled assessment, external assessment or on-screen test, before the deadline for final entries.

The Examinations Officer is responsible for entering candidates' 'cash-in' codes for the terminal examination series.

The Examinations Officer is responsible for ensuring that all confidential materials received by her office are stored safely and transmitted safely to supervising teachers, whether in CD or hard-copy format.

The Examinations Officer is responsible for the distribution of mark sheets for teaching staff to use; she is also responsible for their collection and for sending them to awarding bodies before deadlines.

IT

The IT Department is responsible for ensuring that the IT needs of each subject department's controlled assessment are met, as directed by the relevant subject's Head of department. Where the IT Department is unable to meet the needs of a department, they will communicate this with the department and the Director of Studies as soon as possible.

November 2010