

## **CONTROLLED ASSESSMENT POLICY – SENIOR HOUSE DURHAM HIGH SCHOOL**

*This policy should be read in conjunction with: Senior House Curriculum Policy.*

### **Introduction**

Controlled assessment replaced 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 may take place outside of these sessions.

### **Roles and Responsibilities**

Overall responsibility for controlled assessment lies with the Headmistress. The Deputy Head/Examinations Officer works together with Heads of Department 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.

### **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**

- Those using controlled assessment **must** read and adhere to JCQ guidance on controlled assessment.
- 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.
- Those 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'.

- Supply the Examinations Officer with details of all entry codes for controlled assessment.
- Ensure that all pupils taking controlled assessments in their subjects are fully aware of relevant dates and deadlines well in advance.
- Ensure that candidates are clear about the assessment criteria which they are expected to meet in their controlled assessments.
- 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.
- 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.
- 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.
- Ensure that a record of marks awarded for controlled assessments is retained in the department.
- Liaise with the Head of Learning Support to ensure that access arrangements for candidates with special educational needs are clearly set out and met. This will often mean arranging extra sessions for those entitled to 25% extra time.
- Inform the Deputy Head - at the earliest opportunity – of anything that might compromise the integrity of the controlled assessment in their subject. She will then liaise with the Examinations Officer.
- Ensure 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.
- Ensure 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.
- Ensure 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.
- Ensure 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.
- Ensure 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 be conducted in the classroom intended, arrange suitable alternative accommodation where controlled assessment can be carried out.

### **Subject Teachers' Responsibilities**

- Must not inform candidates of the mark awarded during internal standardisation as this can change during the external moderation process.
- 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. 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.
- Supervise 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.
- Ensure that students and supervising teachers sign the authentication forms on completion of an assessment.

### **The Examinations Officer's Responsibilities**

- After liaising with the Head of Learning Support, ensuring that access arrangements have been applied for.
- Informing subject departments of timings and procedures for the submission of marks through her office to awarding bodies.
- Together with the Deputy Head checking that all Heads of Departments using controlled assessment have in place measures that meet the requirements of this policy.
- 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.
- Ensuring that all confidential materials received by her office are stored safely and transmitted safely to supervising teachers, whether in electronic or hard-copy format.
- 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.

### **The ICT Support Team's Responsibilities**

The ICT Department is responsible for ensuring that the ICT needs of each subject department's controlled assessment are met, as directed by the relevant subject's Head of Department. Where secure accounts need to be set up these will be created and the necessary access arrangements communicated to the Head of Department. Where the ICT Department is unable to meet the needs of a department, they will communicate this with the Deputy Head/Examinations Officer and department as soon as possible.

### **Challenge to Marks**

Pupils have the right to challenge their Controlled Assessment marks – see new policy.

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