

# Controlled Assessments Policy (exams)



## Saffron Valley Collegiate

**Agreed: 27.06.18**

**To be reviewed: Summer 2019**

### **Mission Statement**

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

### **EQUALITIES STATEMENT:**

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

## **Content**

- Purpose of the policy
- Staff responsibilities in planning and managing GCSE controlled assessment (legacy GCSE qualifications)
- Risk management process

## Purpose of the policy

This purpose of this policy is to:

- *identify staff responsibilities in planning and managing GCSE controlled assessments;*
- *examine potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.*



AQA

CCEA

Edexcel

OCR

WJEC

## Outlining staff responsibilities - GCSE controlled assessments

### 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 coordinating with heads of department/subject to schedule controlled assessments;
- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Map overall resource management requirements for the academic 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 networks, 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.

### **Heads of Provision and Assistant Heads of Provision**

- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

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### **Teaching staff**

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, 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.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.

- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely 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.

### **Exams office staff**

- 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.
- Download and distribute marksheets for teaching staff to use.
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.

### **Special educational needs coordinator/additional learning support**

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

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## **Risk Management**

SLT, Heads of Provision and Assistant Heads of Provision will examine potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions. Risks and issues will be reviewed and approved by appropriate members of the senior leadership team, who will ensure that plans are fit for purpose and compatible with existing policies and procedures.

### **List of possible risks**

- failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised – ***to avoid the risk all staff are provided with appropriate training via the awarding body or the exam officer.***

- failure to use current assignments for assessments.- ***This risk is avoided by the HOP on each site checking current assignments are being used***
- failing to retain candidates' controlled assessments, coursework or non-examination assessments securely after the authentication statements have been signed or the work has been marked; - ***controlled assessments are stored securely by teachers and when internal moderation has been completed stored securely by the exam officer***
- Failing to despatch candidates controlled assessments to the awarding bodies, examiners or moderators in a timely way; - ***Exams officer keeps dates in an outlook calendar and ensures deadlines are met***
- Poor Standardise internally the marking of all teachers involved in assessing an internally assessed component.- ***Subject specialist have sufficient time in their calendar to complete effective standardisation subject leads attend appropriate training by awarding bodies***

***Different responses may be appropriate for different provision***

