

CONTROLLED ASSESSMENT POLICY

Each department should be in possession of the 'JCQ' Booklet - 'Instructions for Conducting Controlled Assessments'. Further copies are available from the Exams Officer.

It is the responsibility of each Curriculum Leader to obtain the controlled assessment task details for their subject from either the specification or the exam board website, particularly the level of control required (formal, informal or limited) and any other subject specific instruction.

The Curriculum Leader should choose the most appropriate time for the controlled assessment to take place.

The exams officer will:

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies
- Post relevant sample to materials to moderators as instructed by the exam board

The Controlled Assessment may take place during timetables class time.

Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. This time must be booked/logged with SLT to avoid clashes with other events and other subjects.

The Exams Officer should be notified when high level controlled assessment is taking place. Invigilators may be booked via the Exams Officer.

Relevant display materials must be removed or covered up.

In the case of formal supervision (high level of control) candidates must NOT HAVE access to e-mail, the internet, mobile phones or any other electronic devices. Departments must log assessment times using the attached form.

Each student is to keep a research log where they note the guidance and feedback received from their teacher. The log should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography. This log must be kept/locked away with all assessment materials.

A log must be kept by the teacher in charge which contains:

- The date and time of each assessment together with its title
- The name of supervising teacher
- A list of candidates who were present during the assessment
- A list of any absent candidates
- A log of any incidents which occurred during the assessment is kept for each controlled assessment

All assessment materials must be locked in a suitable secure cabinet at the end of each session. Secure storage is defined as a secure locked steel/metal cabinet etc.

Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in above.

If a student is absent, the teacher must allow that student the chance to make up the time if necessary.

For long absences, special consideration should be applied for.

Attendance records from assessment sessions should be kept by the class teacher.

Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.

Where videos or photographs/images of the candidates are to be included as part of the controlled assessment, consent is to be obtained from parents/carers/guardians by using the attached form. This form must be kept with the students work.

Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

If suspected malpractice occurs, The Exams Officer must be informed. The Headteacher will supervise all investigations resulting from an allegation of malpractice. (*Refer to JCQ "Policy for Appeals against Internal Assessment of Work for External Qualifications"*).

If a student's work is lost within the school, this must be reported to the exam board via the Exams Officer.

Authentication forms must be signed by the teachers and candidates.

The Special Educational Needs Co-Ordinator (SENCO) is informed about any assistance required for the administration and management of access arrangements.

The assessment marks must be submitted to the exam board by the appropriate date.

Candidates' work must be securely stored until all results have been verified.

Re-sits of controlled assessment may be allowed in the next exam session.

After the results are published it may be possible to request a re-moderation of the work.

ST. JOSEPH'S R.C. HIGH SCHOOL

CONTROLLED ASSESSMENT PARENTAL CONSENT

Your child _____ is due to undertake a controlled
assessment in _____ (*subject*)

Part of this work includes photographs/videos of your child. As this work may be viewed by external moderators/exam boards we would like your consent for these pictures to be included. Would you please sign and return the attached consent slip as soon as possible.

Signed _____ (*Teacher*)

CONTROLLED ASSESSMENT CONSENT FORM

I _____ (*in block capitals please*) give / do not give

Permission for photographs / videos of my child to be used in the above controlled assessment. I understand that these pictures may be shared with the examining bodies.

Signed _____ (*parent/carer*)

