



Staff responsibilities – GCSE Controlled assessment

Reviewed February 2026

SLT

- Responsible 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 coordinate with subject leaders to schedule controlled assessments and put on school academic calendar to distribute to all staff at the beginning of September.
- Check for and resolve, where necessary any
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for facilities
- Ensure that all staff involved have a calendar of events and any information needed is distributed to staff on the daily Staff Briefing as and when it may occur.
- Update an internal appeals policy for controlled assessments.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.

Subject Leaders

- Decide on the awarding body and specification for a particular exam.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardize within the school, the marking of teachers involved in assessing an internally assessed component or arrange with the Awarding Body to submit all work to the moderators, where numbers of candidates are small.
- 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 contextualize sample Awarding Body assessment tasks to meet local circumstances, in line with Awarding Body specifications and control requirements.

Teachers and support staff

- Understand and comply with the general guidelines given by the JCQ for conducting controlled assessments.
- Understand and comply with the awarding body 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.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students 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 through the exams office to the awarding body when required, 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.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams Officer

- Co-ordinate with the Exams Office staff of pupil's previous school to ascertain whether or not controlled tests have already been completed and to enquire whether access arrangements have been applied for/agreed. If access arrangements have already been agreed, obtain all the necessary paperwork and evidence to support the arrangements.
- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether electronically or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines

SENCo

- Ensure access arrangements have been applied for.
- Where necessary, coordinate with SENCo from previous schools if access arrangements have already been applied for prior to a pupil's exclusion.
- Work with teaching staff to ensure requirements for support staff are met.