

GOSFORTH GROUP



POLICY FOR THE MANAGEMENT OF CONTROLLED ASSESSMENTS

STAFF RESPONSIBILITIES

Director of Curriculum and Performance

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Consult with TALLs to schedule controlled assessments.
- Map overall resource management requirements for the 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 access to calendar of events – this is in Frog/ School Documents/ Calendars and is updated once specific dates and lessons are identified by TALLs.

Leaders of Teaching and Learning

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting 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.
- 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 contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensure that individual teachers understand all their responsibilities with regard to controlled assessment, as listed below

Teaching staff

- Teachers must always keep live coursework secure and confidential whilst in their possession. The sharing of 'live' coursework with other candidates by teaching staff will constitute malpractice. **(JCQ 2.9)**
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions 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.
- Consult the list of students with special access arrangements for exams (go to VLE) and ensure their requirements are met. Ask the appropriate SENCO for any assistance required for the administration and management of access arrangements.
- 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.
- Ensure that students understand the rules applying to the taking of any given task.
- Ensure that students understand the assessment criteria for any given task.
- For any tasks taken over more than one session, keep an accurate record in the form of a time sheet of the dates of all sessions, and the number of minutes spent by each student in each session.
- Keep a log of any incidents which occur during the course of any assessment, report to the exam manager and TALL.

- Understand the requirements of the different levels of control that apply to their subject, and supervise assessments appropriately at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that all 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). Secure storage means in a "secure locked steel cabinet, a metal cabinet or similar cabinet" (JCQ).
- 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 Manager

- Ensure all students are entered for correct exam entries, 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 in CD or hard copy format.
- Ensure collection of marks for internally assessed units and submit to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

SENCO

- Ensure that access arrangements have been applied for.
- Ensure that the list of students' requirements available for staff on the VLE is up to date.
- Work with teaching staff to ensure requirements for support staff are met.

Managing the assessments

This policy is based on the JCQ publication *Instructions for conducting controlled assessments*. All staff must act consistently with the JCQ instructions and the awarding body instructions for each of the three stages of controlled assessments:

- Task setting
- Task taking
- Task marking

Depending on the specification, these are each assigned one of three levels of control: high, medium or low.

Task setting

- Candidates must be made aware of the assessment criteria which they are expected to meet.
- All tasks set must be developed in line with the requirements of the specification, though there will be variation between subjects as to how prescriptive or flexible these are.

Task taking

1. High / formal.

- Candidates must be under direct supervision at all times.
- The awarding body will direct the use of resources and what interaction with others is permitted.
- Access to mobile phones is not permitted.
- If the assessment takes place over a series of sessions, work produced with pen and paper must be handed in for safe keeping at the end of each session.
- If ICT is to be used, students must use their controlled assessment sign-in. They will save their work on their named subject memory stick supplied by the teacher, and hand it in for safe keeping at the end of each session. Students will also print off their work at the end of each session and hand it in as well.
- Access to email and the internet must be disabled using Net Support.
- Students may only have access to their subject memory stick, supplied by staff.
- Display materials which provide any assistance not permitted by the specification must be removed or covered.

2. Medium / informal

- The use of resources is not tightly prescribed.

- Group work is permitted as long as material submitted for assessment can be attributed to individual candidates.
- The level of supervision must ensure that plagiarism does not take place and that the preparation for the final production is the candidate's own.
- Sources used by a candidate must be clearly recorded.
- If the assessment takes place over a series of sessions, work produced with pen and paper must be handed in for safe keeping at the end of each session.
- If ICT is to be used, students must use their controlled assessment sign-in. They will save their work on their named subject memory stick supplied by the teacher, and hand it in for safe keeping at the end of each session. Students will also print off their work at the end of each session and hand it in as well.
- Access to the internet can be restricted using Net Support.
- Students may only have access to their subject memory stick supplied by staff.

3. Low / limited

- Close reference must be made to the specification's requirements
- Research and data collection may take place outside the classroom without supervision.

Task marking

- Standardisation must take place where controlled assessments are internally marked and externally moderated, and the procedures laid out by JCQ and the awarding bodies must be followed.
- Candidates' work **must** be dated by teachers to reflect when it was marked.

Reviews of moderation

Coursework submitted for review of moderation :

- Must be despatched to the moderator within 3 working days following the receipt of instructions from the awarding bod. Failure to meet this deadline may delay the outcome of the review, or result in the review being cancelled.
- Must be the original work submitted for moderation
- Must have been kept under secure conditions
- Must not have been returned to candidates

An equivalent sample may be requested by the awarding body where the original sample of candidates' work has been lost.

Factors affecting individual candidates

Candidates must not :

- Submit work which is not their own
- Make available their work to other candidates through any medium
- Allow other candidates to have access to their own independently sourced material
- Assist other candidates to produce work
- Use books, the internet or other sources without acknowledgement or attribution
- Submit work that has been word processed by a third party without acknowledgement
- Include inappropriate, offensive or obscene material

These prohibitions mean that candidates **must not** publicise their work such as posting it on social media. They **must** be made aware of the JCQ document – Information for candidates – Social Media.

Failure to abide by any of the above would constitute malpractice.

- Where a report of suspected malpractice in coursework is received from an examiner or moderator, the awarding body, where necessary will ask the Head of Centre to carry out a full investigation and report his/her findings back to the awarding body.
- In the case of suspected malpractice, **staff must report this immediately to the Exams Manager. Staff must not discuss this with the students.** The Exams Manager will report this directly to who the Director of Curriculum and Performance, who will support during the investigation.
- If a candidate misses part of a controlled assessment task through absence, an alternative supervised session should be organised, this needs to be reported to the Exam Office.
- In the case of the loss of work in school and in the case of unforeseen prolonged illness, the relevant JCQ procedures must be followed. **This needs to be reported to the Exam Office.**
- Candidates who resit a unit may submit new, amended or enhanced coursework. Centres must check the awarding body specifications.

Date approved: September 2021

Signed:

Date to be reviewed: September 2022