

## **MANAGEMENT OF CONTROLLED ASSESSMENTS' POLICY**

### **Outlining staff responsibilities –controlled assessments**

#### **Strategic Leadership Team – ACE members only**

- Accountable for the safe and secure conduct of controlled assessments and ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- Create, publish and update an internal appeals' policy for controlled assessments and instructions for maintaining a record of concerns raised and the outcomes.

#### **Heads of Department / Cluster Leaders**

- Decide upon the awarding body and specification for a particular GCSE
- At the start of the academic year, begin coordinating with teachers to schedule controlled assessments
- 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.)
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- 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
- 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

#### **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 the Exams' Officer with 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 candidates as the specification allows

- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark scheme provided by the awarding body.
- Retain candidates' work securely between assessment sessions (if more than one)

### **Office Staff**

- Where confidential materials are directly received, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format, to the Exams' Officer

### **Exams' Officer**

- Ensure that all staff involved have a calendar of events
- Where confidential materials are directly received, 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
- Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded
- 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 SENCo for any assistance required for the administration and management of access arrangements
- 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
- Ensure access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met

### **Reviews of marking – centre assessed marks**

Manor Green School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Manor Green School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

- Manor Green School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Manor Green School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Manor Green School will, having received a request for copies of materials, promptly make them available to the candidate.
- Manor Green School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

- Requests for reviews of marking must be made in writing.
- Manor Green School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- Manor Green School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Manor Green School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Manor Green School and is not covered by this procedure.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- SharePoint
- meetings with school staff

### Monitoring the effectiveness of this policy

#### Review of Procedure

This policy will be reviewed periodically, or when the need arises, by the Headteacher and the Governing Board.

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The Governing Board approved this policy on date: 11<sup>th</sup> December 2017

Signed:



Chair of Governors

Signed:



Headteacher