

Date ratified at Full
Governors' Meeting
22nd February 2018



Review Date
January 2019
TLC Committee

NOTRE DAME HIGH SCHOOL

Controlled Assessment Policy for legacy GCSE specifications 2016-18

THE SCHOOL MISSION STATEMENT

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

*I have come so that they can have life and have it to the full
(John 10:10)*



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

1 Introduction

The JCQ document ***Instructions for conducting controlled assessments (legacy GCSE specifications) Effective from September 2017*** distributed to Heads of Department (HoD) and Leadership from the Exams Office - is the ***'single, definitive source of generic guidance and instructions,'*** for managing Controlled Assessment work and the document all staff involved in conducting Controlled Assessment are expected to read and adhere to. This document is to be used alongside awarding bodies subject specific information.

Controlled assessment (CA) is internal assessment and replaced coursework in GCSEs. It continues to exist for legacy GCSEs until 2018.

Control levels (high, medium or low) are set for each stage of the assessment process: task setting, taking and marking.

In some subjects work will be marked by the awarding body but for most subjects the work will be marked by the centre and moderated by the awarding body.

2 Roles and Responsibilities

2.1 Assistant Head – Achievement

- Read and adhere to current JCQ document ***Instructions for conducting controlled assessments (legacy GCSE specifications) 2016-2017*** including the JCQ *Suspected Malpractice* document.
- Ensure that assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions through Heads of Department and Exams Manager.
- Co-ordinate with the Exams Manager and (HoD) ***an assessment calendar*** for any controlled assessment (CA) scheduled to take place and ensure it is made public.
- Oversee all resource management requirements for the year through Exams Office, Events and Cover team and Curriculum Support team.
- As part of this resolve oversee:
 - Clashes/problems over the timing or operation of CA's
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)

2.2 Heads of Department (HoD)

- Read and adhere to current JCQ document ***Instructions for conducting controlled assessments (legacy GCSE specifications)*** distributed annually from the Exams Office – in particular note Sections 4.1; 4.2; 4.5; 5.2; 5.3; 5.4; 7; 8 and 10 *Malpractice*.
- Decide on the awarding body and specification for a particular GCSE.
- Use examiner's / moderators feedback to inform future practice
- Ensure that the CA task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

- Manage and maintain a department assessment calendar including when Controlled Assessment will take place in liaison with Exams Manager to facilitate the School Assessment calendar.
- Inform the Exams Manager of:
 - the Department's Controlled Assessment plan
 - details of all unit codes for CA's
 - when and where a 'formal' task is planned to take place
 - when a 'formal' task is taking place.
- 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 e.g. understand their responsibilities with the management of the process.
- Ensure that students are familiar with subject specific requirements in relation to CA.
- Ensure that students know the assessment criteria of the Controlled Assessments.
- Standardize internally, *through moderation*, the marking of all teachers involved in assessing an internally assessed component and identify when this occurs.
- Ensure secure materials are securely stored before teaching and immediately afterwards.
- 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.
- Liaise with the Learning Support Centre and inform HOY, when arranging suitable catch-up opportunities for students absent, unless it can be resourced within the department.
- Liaise with Service Desk (IT Services) for relevant IT support for Controlled Assessment e.g. use secure folders for students' work and not pen-drives.
- Read and adhere to the ***Internal Assessment Appeals procedure***.
- Inform students of their marks (not grades) in good time prior to submission to enable them to request a review of marking.

2.3 Teaching staff

- Read and adhere to current JCQ document ***Instructions for conducting controlled assessments (legacy GCSE specifications) 2016-2017*** distributed annually from the Exams Office - in particular note Sections 4.1; 4.2; 4.5; 5.2; 5.3; 5.4; 7; 8 and *10 Malpractice*.
- 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.
- Ensure that students know the assessment criteria of the 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.
- Be responsible for the booking arrangements e.g. use of ICT rooms via Events and Cover for their classes' assessment lessons.
- Liaise with Service Desk (IT Services) for relevant IT support for Controlled Assessment e.g. use secure folders for students' work and not pen-drives.
- 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 relevant display material is covered up when taking a formal task.
- 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 – after HoD approved internal processes - through the exams office to the awarding body when required, keeping a record of the marks awarded. Participate in standardizing / moderations meetings as necessary to achieve the JCQ standard practice – see Section 5.4 of the JCQ guidelines.
- If a student is absent, the teacher must ensure that an opportunity is given to make up the missed assessment via co-coordinating this information with their HOD and the Achievement Support Centre.
- Inform students of their marks (not grades) in good time prior to submission to enable them to request a review of marking
- Read and adhere to the *Internal Assessment Appeals procedure*.
- Retain candidates' work securely between assessment sessions (if more than one).
- Hand completed work to HoD if applicable to subject for secure storage prior to submission.
- 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 special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

2.4 Exams and Assessment Manager

- Ensure all relevant staff have a hard copy of the current JCQ '*Instructions for conducting controlled assessments (legacy GCSE qualifications)*'
- Enter students for individual units, whether assessed by controlled assessment, external or on-screen test before the deadline for final entries.
- Enter students 'cash -in' codes for the terminal exam series.
- 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 mark sheets for teaching staff, collect and send to awarding bodies before deadlines.
- Publish the Controlled Assessment dates on the School Assessment Calendar.
- Read and adhere to the *Internal Assessment Appeals procedure* and process appeals appropriately.
- Liaise with Special Educational Needs Coordinator (SENCO) and apply to the awarding bodies for Access arrangements for SEN students and ensure that HODs are aware of the arrangements.

3.0 Student Malpractice

The Headteacher

- Is the Head of Centre.
- Read and adhere to current JCQ document ***Instructions for conducting controlled assessments (legacy GCSE specifications)*** including the JCQ *Suspected Malpractice* document.
- Reports to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice.
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally using the *Reporting Form for Suspected Malpractice-Blue Form*.
- If the irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity on Form JCQ /M1.

- Supervise all investigations resulting from an allegation of malpractice.
- Ensure that if it is necessary to delegate an investigation to a member of staff, the person chosen is independent and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation.

4.0 Teacher Malpractice

The Headteacher

- Will oversee an investigation carried out by the school where it is evident that a teacher has helped a student with their controlled assessment beyond the guidelines contained within each specification.
- Where malpractice is found it will be dealt with under the disciplinary policy of the school and the awarding body will be informed on Form JCQ/M2(a) and Form JCQ/M2(b)

Staff

To report suspected malpractice:

- use the *Reporting Form for Suspected Malpractice-Blue Form* and pass to the Headteacher.

The Controlled Assessment Policy should be read in conjunction with the Exams Policy and the JCQ publication *Instructions for conducting controlled assessments*.

This policy will be monitored on behalf of the Governing Body by the Governors' Teaching, Learning and Curriculum Committee.

It will be reviewed on an annual basis if required in the light of the exam season.

Associated Policies and Procedures

- Exams Policy (which includes Malpractice Reporting Procedures)
- Internal Assessment Appeals Procedure
- Non-Examined Assessment policy