



## STANLEY PARK HIGH

### CONTROLLED ASSESSMENT POLICY

#### Responsibilities

##### Senior Leadership Team

Liaise with Core/Programme Leaders/subject leaders each academic year to schedule controlled assessments for the following academic year.

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 and students involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.
- Notify staff of any amendments or updates to the controlled assessment policy and/or the practical delivery of controlled assessments.
- Annual review of the controlled assessment policy.

##### Examinations Officer

Enter students for individual units, whether assessed by controlled assessment, external exam 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; responsibility for receipt, safe storage and safe transmission, whether in CD or hard copy format.

Notify SLT of any amendments or updates to the delivery of controlled assessments.

Pass on any updates relating to controlled assessments from examination boards or JCQ to Heads of Department as appropriate.

##### Core/Programme Leaders

With Heads of School, decide on the awarding body and specification for a particular GCSE.

Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

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.

Standardise internally the marking of all teachers involved in assessing an internally assessed component.

Send mark sheets to awarding bodies before deadlines.

Ensure that individual teachers understand their responsibilities with regard to controlled assessment.

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.

Supply to the exams office details of all unit codes for controlled assessments.

### **Teaching Staff, Supported by Core/Programme Leaders**

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.

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.

Download and distribute mark sheets for teaching staff to use, and return promptly to Examinations Office.

Ask the appropriate Special Needs Coordinator (Mrs S Crouch), for any assistance required for the administration and management of access arrangements.

### **Special Educational Needs/Additional Learning Support**

Ensure access arrangements have been applied for.

Work with teaching staff to ensure requirements for support staff are met.