



**St Hugh's School**

Examinations Policy

*GCSE Controlled Assessment Policy*

St Hugh's School policy for controlled assessment is in line with the requirements of the JCQ. The policy is in place to maintain consistency of practice, accuracy and fairness for all subjects and all teachers and to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with awarding body specifications. Depending on subject and specification, controlled assessment might be:

- High control - the exam board sets the task to be completed and the school chooses one of these tasks
- Medium control - the subject may choose from a selection of assignments produced by the exam board or design its own
- Limited control - the school designs its own assignments against set criteria

Responsibility:

A range of responsibilities are held by different staff:

Senior Leadership Team:

- Accountable for the safe and secure conduct of controlled assessments
- Ensure assessments comply with the JCQ guidelines and awarding bodies' subject specific instructions
- Coordinate the completion of controlled assessments across the school, ensuring resources are available
- Ensure that all staff involved have a calendar of events
- Create and monitor the internal appeals process for students

Subject Leaders:

- Determine the awarding body and specification for the qualification undertaken
- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- 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
- 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

Teaching staff:

- 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

- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specifications allow
- Ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Via the subject leader, submit marks through the exams officer 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
- Ensure identification and testing of those students who may be eligible for access arrangements
- Collaborate with examinations officer to ensure that appropriate access arrangements are made for eligible students

#### Examinations Officer:

- Enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the awarding bodies' deadlines for final entries
- Collaborate with teachers and ensure that applications are made for access arrangements for eligible students
- Enter students' 'cash-in codes' for the terminal examination series
- Where confidential materials are received directly by the examinations office, to be responsible for the receipt, safe storage and safe transmission whether in hard copy or CD/DVD format
- Receive/download and distribute marksheets for teaching staff to use, and collect and submit completed marksheets to awarding bodies before deadline
- On those few occasions when controlled assessment tasks cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be undertaken, at the direction of the senior leadership team

#### Procedures:

- Controlled assessment will in most cases take place within the timetabled lesson. Where necessary, appropriate or desirable, specific time may be set aside for the completion of controlled assessment
- When controlled assessment takes place in classrooms, relevant display materials will be covered
- Where required by the exam board, designated research materials / planning sheets will be provided and submitted as appropriate
- Where appropriate, the level of ICT access will be differentiated to comply with requirements of specific courses e.g. internet access. If necessary, students work should be stored securely
- Where a student is absent, time will be allowed to make up this missing time, provided it does not contravene any identified time limit. Where a student is absent for a long time, specification guidance for special consideration will be followed

## Appeals:

- Appeals can be made by students against marks awarded internally or the processes undertaken
- The appeal must be made in writing to the Examination Officer by 1 May of the year in which the coursework was assessed. The grounds for appeal must be clearly stated. The candidate can be supported by a parent/carer
- The Examinations Officer can lead the enquiry provided that he has played no part in the original assessment process. An experienced Subject Leader should act as an independent member of the panel
- The panel's findings will be reported back to the candidate and carer at the beginning of July
- Records of the appeal and result will be kept by the Examinations Officer and made available to the Awarding Body if required