

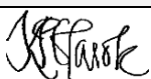
# Controlled Assessment Policy

## April 2022



### St Aloysius' College

Hornsey Lane,  
Highgate,  
London  
N6 5LY

Last Review Date:	April 2022
Next Review Date:	April 2025
Governor's Signature:	



## **Mission Statement**

St. Aloysius' College is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals - unique creations of God — who deserve our support, love and trust as they begin the great journey of life.

## **Purpose of the Policy**

This purpose of this policy is to:

- Identify staff responsibilities in planning and managing GCSE controlled assessments
- Examine potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

This policy complies with JCQ's 2016/17 General Regulations 5.8 in that the Centre is required to "have in place, and be available for inspection purposes, a written policy with regard to the management of GCSE controlled assessments".

## **What is Controlled Assessment?**

Controlled assessment is a form of internal assessment where the control levels are set each stage of the assessment process: task setting, task talking and task marking. In some subjects, work will be marked by an awarding body. For most subjects, however, work will be marked by staff and moderated by the awarding body.

Controlled assessment has replaced Coursework in new GCSE specifications

Controlled assessment measures subject skills that may not necessarily be tested by external assessment.

Depending on the level of control defined within the specification, controlled assessments may take place for example:

In a normal timetabled lesson or other defined session under supervised conditions; Entirely within the school building under supervision with controlled access to resources; or outside the school buildings and involve research with limited supervision. Outlining staff responsibilities - GCSE controlled assessments

## **Senior leadership team**

Accountable for the safe and secure conduct of controlled assessments.

Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)

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);
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

## **Heads of Departments**

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 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 to the exams office 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. Submit marks to the awarding body by the published deadline, 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.

Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

## **Exams Officer**

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 marksheets for teaching staff to use.

**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.

## **SENCO**

Ensure access arrangements have been applied for.

Work with teaching