



Al-Hijrah School
مدرسة الهجرة

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Controlled Assessment Policy 2017

Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated	October 2017
Next Review Date	October 2018

This policy was adopted on 18 th October 2017		
Name	David Willey Chair of IEB	 Signed

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This policy lists the responsibilities of the relevant staff in terms of organising, administering and overseeing controlled assessments.

1. Senior Leadership Team (SLT)

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

In the summer term, begin coordinating with Heads of Department to schedule controlled assessments. (It is advisable that controlled assessments are spread out throughout the academic years of Key stage 4 or as appropriate for GCSE courses studied in other years).

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, time out of school etc)

Ensure that all staff involved has a calendar of events.

Create, publish and update an internal appeals policy for controlled assessments.

2. Heads of Department

Decide on the awarding body and specification for a particular GCSE.

Supply to the Exams Officer details of all unit codes for 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.

Ensure the Exams Officer is informed when 'high' level control is taking place.

After completion and marking, return all controlled assessments to the exams office where they will be kept securely until the outcome of any enquiry of results.

3. 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.

Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessments 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 absent candidates have an opportunity to make up the missed controlled assessment.

Ensure that students and 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 (in a locked cabinet) between assessment sessions (if more than one).

Ask the SENCO for any assistance required for the administration and management of access arrangements.

4. Exams Officer

Enter candidates for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

Enter candidates' '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.

Distribute marksheets for teaching staff to use and send marksheets to the awarding bodies before deadlines.

Where controlled assessments cannot be carried out in the classroom, arrange suitable accommodation where controlled assessments can be carried out.

5. SENCO

Ensure access arrangements have been applied for.



6. Risk Management Process

Risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	HODs and Exams Officer
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	HODs and Exams Officer
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	HODs, Exams Officer, caretaking staff
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		HODs, Exams Officer, caretaking staff
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	HODs
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	HODs and Exams Officer
Validity of assessment	Check task validity date	Make sure task is still valid for the year of entry for the unit	HODs
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	HODs



Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		HODs
Candidates have a scheduling clash for exams or assessment	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited	HODs and Exams Officer

Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	HODs and teaching staff

Supervision			
Student study diary/plan not provided or completed. (Not all controlled assessments will require this)	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	HODs
Teaching staff do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision		SLT, HODs, teachers
Suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher is not supervising, in line with the awarding body specification.		HODs and Exams Office



Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff understand the task setting arrangements as defined in the awarding body specification	Seek guidance from the awarding body	HODs
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HODs
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	HODs
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	HODs
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	HODs
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	HODs and teachers
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of Awarding Body deadlines	Seek guidance from awarding body	HODs



Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	HODs
Teaching staff fail to complete authentication forms or leave before completing authentication	Ensure teaching staff understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	HODs and teachers
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	HODs
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	HODs