

# HOLYROOD ACADEMY

## CONTROLLED ASSESSMENT POLICY

### Introduction

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

This Policy covers all exams where there is a form of internal assessment, ie GCSE, GCE, BTEC, Nationals

### Roles and Responsibilities

#### ***Vice Principal - Assessment will:***

- Co-ordinate, with Subject Team Leaders, a schedule for controlled assessment to take place and as part of this process will look at the timing or operation of controlled assessments
- Ensure all staff, students and parents have access to a calendar of events via the Academy website.

#### ***Subject Team Leaders will ensure:***

- The safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- All teachers in their department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*"; <http://www.jcq.org.uk/>
- That when requested by the Assistant Head Assessment, information is provided regarding the timing of the departments controlled assessments, in order to inform the overall Academy timetable
- 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated;
- All marking is standardised;
- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction;
- That where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specification and control requirement
- There is a clear policy in the department handbook on the carrying out of controlled assessment and appropriate staff training takes place on an annual

basis;

- All confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar;
- Support Staff are given sufficient notice in which to order and prepare materials needed for assessments;
- The Special Educational needs Co-ordinator (SENCO) is informed about any assistance required for the administration and management of access arrangements;
- In the case of formal supervision (high level of control) ensure the following
  - candidates do not have access to e-mail, the internet, *mobile phones* or any other electronic devices;
  - necessary JCQ signage is appropriately displayed – available from the receptions or exam office
  - If students taking exam who require access arrangements ie scribe/reader the exam office/SEN Co-ordinator must be informed at least 2 weeks prior to the controlled assessment in order that the necessary staffing can be arranged
- Where videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians;
- A log is kept which contains: (see Annex A for Assessment log)
  - The date and time of each assessment together with its title;
  - The name of the supervising teacher;
  - A list of candidates who were present during the assessment;
  - A list of any absent candidates;
  - A log of any incidents which occurred during the assessment is kept for each controlled assessment.

**Teaching staff must:**

- 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;
- Provide exams office with information requested with regard to exam entries/registrations etc within the timescale specified. Ensuring that all unit codes for controlled assessments are included
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times;
- Supervise assessments (at **the** specified **level** of control) and 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;

- Staff should be doing sample checks of students assessments with regard to authenticity and plagiarism Where teachers have a concern or where they identify a student may be a higher risk eg have been accused of malpractice in the past or who have had older siblings on the same course previously, they should be using Google to check plagiarism/authenticity.
- Mark internally assessed components using the mark schemes provided by the awarding body. Complete exam board paperwork with marks awarded by the date required, keeping a record of the marks awarded; Provide exam office with paperwork to send to the exam board
- Retain candidates' work securely between assessment sessions (if more than one);
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Any concerns regarding suspected malpractice will be reported to the exams office as soon as possible after the end of the session in which the incident occurred

***The Exams Office will:***

- Based on the information provided by teaching staff, 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;
- Take responsibility for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format;
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines;
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out,
- Arrange for additional staffing to assist with access arrangements where there are not enough internal staff to accommodate
- Inform the Principal of any suspected malpractice incidents reported

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***Special Educational Needs Co-ordinator will:***

- Ensure access arrangements have been applied for;
- Arrange for Teaching Assistants to support where students have access arrangements and co-ordinate with exam office if insufficient staffing
- Work with teaching staff to ensure requirements for support staff are met.

### ***Good Practice***

- At the start of a formal sessions of controlled assessment mobile phones and other electrical devices will be turned off and collected in by the teacher
- Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

### ***Student Malpractice***

The Principal will:

- report 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 and record the outcome on the authentication form supplied by the awarding body;
- if the irregularity is identified after the candidate has signed the declaration of authentication, the Principal will submit full details of the case to the relevant awarding body at the earliest opportunity;
- 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 member of staff 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;
- respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

### ***Teacher Malpractice***

- The school will carry out an investigation where it is evident that a teacher has helped a child with their controlled assessment beyond the guidelines contained within each specification;
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

### ***Monitoring and evaluation***

- This policy will be monitored on behalf of the Governing Body by the Academy