

METHODIST COLLEGE BELFAST



Policy for the Management of Controlled Assessment

Controlled Assessment Policy

Definition

Controlled Assessment is a form of internal assessment which measures subject-specific skills that cannot always be tested by timed written exam papers. It is intended to enable teachers to authenticate and confirm that pupils have carried out the assessment tasks set in accordance with their exam specification.

Controlled Assessment applies control over internal assessment at three points: task setting; task taking and task marking. Three levels of control apply – high, medium and limited, depending on the nature of the assessment task.

High Level: The use of resources is tightly prescribed. The centre must ensure that:

- all candidates are within direct sight of the supervisor throughout the session(s);
- display materials which might provide assistance are removed or covered;
- there is no access to e-mail, the internet or mobile phones;
- candidates complete their work independently
- interaction with other candidates does not occur;
- no assistance of any description is provided.

Medium Level: Candidates do not need to be directly supervised at all times. The use of resources, including the internet, is not tightly prescribed. Centres should always check the subject-specific requirements issued by the awarding body. The centre must ensure that:

- all candidates participate in the assessment;
- there is sufficient supervision to ensure that work can be authenticated;
- the work that an individual candidate submits for assessment is his/her own.

Limited level of control

Work may be completed outside of the centre without direct supervision. Where limited control is specified, candidates may normally:

- have unlimited access to electronic and printed resources;
- use the internet without restriction;
- work in groups.

Controlled Assessment marks contribute to part of the pupil's final grade in the public examination. It is vital the pupils and their parents understand the importance of Controlled Assessments and the limits on support prescribed by the Awarding Bodies.

By Applying the Following Procedures the College Aims to:

- ensure that the College acts in a manner that is compliant with the guidelines contained in the most recent edition of the JCQ publication, *Instructions for Conducting Controlled Assessments*;
- ensure that Controlled Assessments are well organised and managed so that they run smoothly;
- ensure that departments are given sufficient support to manage the Controlled Assessment process;
- identify and remind staff of their roles in carrying out Controlled Assessment in a professional manner;
- ensure the validity of the marks produced from Controlled Assessment;
- maintain the integrity and reputation of the College in the assessment of pupils;
- ensure that whenever members of staff assess pupils' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned;
- emphasize to pupils and parents the importance and significance of Controlled Assessment as part of their terminal external examinations.

Controlled Assessment Responsibilities

The Senior Leadership Team is responsible for ensuring that:

- the Controlled Assessment policy and the associated Appeals Policy are implemented, monitored and reviewed at regular intervals;
- the procedures in the College comply with JCQ guidelines and Awarding Bodies' subject-specific instructions;
- a calendar for Controlled Assessments is produced and distributed to staff, pupils and parents.

The Examinations Officer is responsible for ensuring that:

- pupils have been entered for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries;
- where confidential materials are directly received by the exams office, their receipt is recorded and that they are safely stored or transmitted whether in electronic or hard copy format;
- the downloading and distribution of mark sheets for teaching staff use are done in good time;
- staff are informed of the Awarding Body deadline for the submission of mark sheets;
- the collection and posting of mark sheets to the Awarding Bodies are done before the specified deadlines.

The SENCO is responsible for ensuring that:

- access arrangements where required, have been applied for;
- Heads of Department and subject teachers are aware of the specific needs of access pupils;
- Heads of Department and subject teachers' requests for support staff to meet these needs are met;
- where extra-time is required, invigilators who supervise such sessions do so at the specified level of control

Each subject department is responsible for developing, maintaining and implementing its own element of Controlled Assessment in line with the Subject Specification of the Awarding Body. It is the responsibility of each Department to implement the procedures for setting, scheduling, marking, standardising, moderating and administering Controlled Assessment as regulated by the Awarding Bodies.

The Head of Department is responsible for ensuring that:

- the assessment procedures, as outlined in the College policy and in the regulations published by the relevant examination boards, are properly implemented in practice;
- all staff understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting Controlled Assessments*;
- deadlines are realistic, clear, agreed with all teachers in the department, published for pupils and their parents/guardians and shared with all relevant parties;
- the procedures for Controlled Assessment are published and understood by both staff and pupils;
- the interim deadlines in the schedule are adhered to by all staff in the Department, i.e. the progress in the preparation of Controlled Assessment that is expected at key points during the year;
- the dates for the submission deadline and the final deadline are met;
- all department members are aware of dates and procedures for the internal marking, standardisation and moderation of Controlled Assessment;
- all required records relating to the completion of Controlled Assessment tasks are kept up-to-date and are accurate;
- that the Exams Officer, the Head of Centre and, if necessary, the SENCO are informed about any issues that arise during the conducting or administration of a Controlled Assessment.

The use of ICT as part of the formal write-up of Controlled Assessments will be at the discretion of the Head of Department in line with the subject specific regulations (with the exception of pupils with access arrangements.) Where ICT is used as part of the formal supervision element of the Controlled Assessment task-taking it is important that the integrity, security and equality of the task is maintained at all times

Subject Teachers are responsible for ensuring that:

- departmental and school procedures for setting and managing Controlled Assessments are adhered to;
- they understand and comply with the general guidelines contained in the current edition of the JCQ publication *Instructions for conducting Controlled Assessments*;
- they retain pupils' work securely between assessment sessions and post completion, until the closing date for enquiries about results;
- they maintain records of the marks for the completion of Controlled Assessment;
- pupils understand and sign the authentication declaration as required, on completion of the Assessment(s);
- they sign an authentication declaration confirming that pupils have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that pupil;
- the Head of Department is informed about any issues that arise during the conducting or administration of a Controlled Assessment;
- pupils with access arrangements have their needs met. Advice on the administration and management of access arrangements is available from the SENCO. If a pupil has an access arrangement as part of his or her normal way of working and he/she requires such an arrangement for the written component(s), then a similar arrangement should be made for the Controlled Assessment(s).

Pupils are responsible for ensuring that:

- they submit all work in line with all internal and external deadlines
- they adhere to the Awarding Body regulations for the preparation and completion of Controlled Assessment
- they attend all scheduled Controlled Assessment sessions.

The Assessment Process

1. Managing Controlled Assessment

Pupils must be made aware of:

- the Controlled Assessment task requirements by giving them the course specification and marking criteria;
 - the Controlled Assessment task deadline;
 - access arrangements (where appropriate);
 - the procedures for marking, standardisation and moderation which will be carried out in school;
 - the authentication declaration;
 - the Internal Appeals Procedure;
 - the regulations concerning malpractice
- Controlled Assessment sessions must be supervised at the specified level of control.
 - Pupils with access arrangements have their needs met;
 - Pupils must not use a mobile phone or any other electronic communication device during a session which is subject to formal supervision. Mobile phones should be turned off and collected by the teacher at the start of the session and remain at the front of the room for the duration of the session;
 - Where pupils are using electronic storage facilities, appropriate checks must be undertaken to ensure that only permitted material is introduced into the assessment environment.
 - Teachers should be able to accommodate the occasional absence of a pupil by ensuring that an opportunity is given to them to make up the missed Controlled Assessment. An alternative supervised session may be organized for such pupils;
 - In cases where pupils from different centres have been taught in the College it is the responsibility of the College to carry out the Controlled Assessment as the Host school;
 - Pupils who re-sit a controlled assessment may make another attempt at the task previously submitted, if that task is still appropriate to the year in which the assessment will be submitted and if time permits. The work presented for assessment, carried out under informal or formal supervision, must be entirely new. Pupils must not be allowed to amend the work which was submitted previously. However, pupils may re-use the research carried out previously

2. Scheduling Controlled Assessments

- Pupils' workload should be planned and paced to allow them to complete the Controlled Assessment tasks within the published timeframe;
- Progress towards each of the deadlines outlined in the departmental assessment calendar should be monitored and pupils given advice on managing their time and their workload;
- Pupils should be reminded of the importance and the relative value of Controlled Assessments.

3. Departmental Marking of Controlled Assessment

- Departments will set a date for the submission of the completed Controlled Assessment. This is

to allow for marking, internal standardisation and any review of marks to take place before the awarding body submission date.

- Any pupil who submits work for assessment after the departmental submission date will not be able to request a review of their marks.
- All Controlled Assessment should be marked within the timeframe published in the departmental calendar and marks and samples provided to the Head of Department;
- Controlled Assessment should be annotated according to awarding body guidelines to highlight how marks have been achieved;
- teachers must attend standardisation and moderation meetings as required by the Head of Department;
- Controlled Assessments handed in after the Awarding Body submission date will be awarded either a mark for the incomplete work submitted or marked as absent if no work is submitted;
- If either the pupil or the assessor is unable to sign the authentication declaration, zero marks will be awarded for the assessment task.

4. Review of Marks (AQA, OCR, Pearson and WJEC awarding bodies only)

Any review **must** be undertaken **before marks are submitted to the awarding body**. Pupils will be informed of their centre assessed marks no later than 2 weeks before the deadline of submission of marks to the Awarding Body. If a pupil believes their mark to be inaccurate they must complete an **Internal Request for a Review of Marks** form (available from the Head of Department), detailing the reasons why the Review of Marks is being sought and return this to the Head of Department **within 2 school days** of receiving their mark. Requests for a Review of Marks will not be accepted once that deadline has passed. If necessary, pupils will be given access to copies of materials in school, to allow them to reach a decision. The Review will be carried out either by the Head of Department or by an assessor appointed by the Head of Department who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre. Pupils will be informed of the outcome of a review by the Head of Department.

Pupils should be aware that any centre assessed marks are subject to change through the moderation process.

Disciplinary Procedures for Pupil Malpractice

Academic misconduct is defined as any attempt by pupils to gain an unfair advantage in assessments.

Academic malpractice may include though **not be limited to**:

- a. Plagiarism
- b. Falsifying or fabricating data
- c. Collusion
- d. Copying
- e. Bribery or attempted bribery
- f. Personation

A pupil who helps a fellow pupil to commit academic misconduct shall be deemed to have committed academic malpractice and will be dealt with accordingly. When a case of suspected academic malpractice has been identified the teacher involved will collect the evidence and bring the matter to the immediate attention of the Head of the Department who will consult with the Head of Section and Vice Principal if necessary. The Principal, as the Head of Centre, and Exams Officer need to be alerted.

If irregularities in Controlled Assessments are identified by a centre **after** the pupil has signed the declaration of authentication, the head of the assessment centre **must** submit full details of the case to the relevant Awarding Body at the earliest opportunity.

Reviewed February 2018

Sources of Further Information

The following websites provide subject teachers, examination officers and heads of centre with a single, definitive source of **generic** guidance and instructions for all GCSE subjects.

Subject teachers must refer to specifications or subject-specific documentation for subject-specific requirements.

Instructions for conducting controlled assessments

<http://www.jcq.org.uk/exams-office/controlled-assessments>

Instructions for Conducting Examinations

www.jcq.org.uk/exams_office/instructions_for_conducting_examinations/

Centre consortium arrangements for centre assessed work

<http://www.jcq.org.uk/exams-office/forms>

Access Arrangements, Reasonable Adjustments and Special Consideration

www.jcq.org.uk/exams_office/access_arrangements/

Suspected Malpractice in Examinations and Assessments: Policies and Procedures

www.jcq.org.uk/exams_office/malpractice/

Post Results Services, Information and guidance for centres

www.jcq.org.uk/exams_office/postresult_services/

Information for candidates – controlled assessments

www.jcq.org.uk/exams_office/informationforcandidatesdocuments/

Instructions for conducting coursework,

<http://www.jcq.org.uk/exams-office/coursework>

http://www.rewardinglearning.org.uk/docs/controlled_assessment_v4.pdf

http://www.rewardinglearning.org.uk/microsites_other/controlled_assessment/questions_answers/

Information from SENCO and the Learning Support Department for Head of Departments.

Details of Access arrangements for individual pupils can be found on Fronter. Please make sure each subject teacher within your Department is fully aware of these arrangements.

Extra Time

Pupils requiring extra time need an *extra 25% time* onto the time allocated for the Controlled Assessment write up. The HOD/subject teacher will have to decide when it is most appropriate to make the extra time available. It may be that the extra time needs to be given at the time each piece of work is being done eg in English, History, Science or it may be that extra time will be given at the very end of the piece of work eg in Geography. If the supervision of pupils requiring extra time cannot be covered within a Department, please let SENCO know and the Learning Support Department will try to provide adult assistance for this. Please let SENCO know well in advance so staff can be arranged.

Reader/Scribe/Prompter

A member of the Learning Support Department will act in this Role for a subject teacher. Please let the SENCO know when a *reader/scribe/prompter* is needed well in advance so the necessary accommodation and member of staff can be arranged.

Word Processor

To facilitate the use of a Word Processor the Learning Support Department has laptops dedicated for Controlled Assessment. These have been set up to meet the Regulations of the Examination Boards (JCQ Regulations). These laptops can be booked through the Learning Support Department by a subject teacher or HOD for the Controlled Assessment. They must be kept secure during that time and returned to Learning Support Department when the Controlled Assessment is complete.

Accommodation/Furniture

A very small number of pupils may need to complete their Controlled Assessment in a *separate room and/or require a soft seat to sit on*. Such pupils also will need adult assistance to supervise them during the Controlled Assessment. Please let the SENCO know if this is required by a pupil well in advance so the necessary accommodation and member of staff can be arranged.

Pupils with Injuries

If a pupil *sustains an injury* at the time of their Controlled Assessment and therefore has difficulty completing their Controlled Assessment their subject teacher or HOD should inform SENCO so necessary accommodation and adult assistance can be arranged and an application to JCQ can be made by SENCO. Such pupils require a doctor's note which explains in detail the nature of the injury and a copy of this letter must be sent to the SENCO to be kept on file should the Examination Board/JCQ require this information to be sent to them.

