

**Tring School**  
**Controlled Assessment Policy**

**Policy Date: November 2014**

**Issue No: 2**

**Approved by: Full Governing Body** (*Students, Learning & Community Committee*)

**Reviewed and Approved on: May 2017**

**Review due: November 2019**

**Note: Linked Policies – SEN Policy and Exam Access Arrangements**

## **Tring School Controlled Assessment Policy**

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Controlled assessments were brought in by the previous Government in order to address the fact that there were significant concerns about the extent to which the work produced by pupils was actually theirs. The general principle behind controlled assessments is that independent research and preparation can take place out of lessons but the actual writing of the coursework must be done under strict supervision

The aims of this policy are indicated below:

- To ensure that pupils/students are given the support they need to maximise the opportunity to achieve.
- To ensure that controlled assessments are well organised/managed so that they run smoothly without problems.
- To ensure that departments are given sufficient support to manage the controlled assessment process

In order that we conform to national and exam board regulations with regard to controlled assignments it is vital that we have a co-ordinated approach.

Responsibilities are outlined below.

### **Controlled Assessment Co-ordinator (Nigel Barlow)**

- To provide Subject Leaders with the information, support and guidance they need in order to comply with JCQ requirements.
- To provide Subject Leaders with the information, support and guidance they need in order that they can best support and maximise the performance of Tring School students.
- To create a controlled assessment timetable and ensure that all stakeholders have access to it.
- To ensure that Departments have sufficient information and guidance to organise and manage their controlled assessments effectively.
- To co-ordinate access to ICT and liaise with the nominated ICT technician (Debbie Gower) in order to create access groups so that pupils only have access when controlled assessments occur.
- To monitor Department processes and procedures in order to ensure compliance with JCQ requirements, support student performance and ensure that all Departmental responsibilities are being fulfilled with regard to the Tring School Controlled Assessment Policy.
- To create, publish and update an internal appeals policy for controlled assessments.
- To troubleshoot problems/issues as they arise.

## Departments

- To ensure that all pupils are aware that if they encounter any problems or have any concerns whilst writing their controlled assessments they should inform the supervising member of staff immediately. A written record should be taken along with any action taken. The written record should be passed to the Controlled Assessments Co-ordinator who will decide if further action is required.
- To ensure that all supervising staff are aware that they are acting as examination invigilators and that normal examination conditions apply. The Head of Department should periodically monitor controlled assessments to ensure compliance.
- To ensure that a pupil attendance register is taken and that absent pupils are given their full quota of time.
- To read and act on the specific instructions/information provided by the examination board.
- To read and act on the specific instructions/information provided by the Joint Council for Qualifications
- To plan and implement controlled assessments in the light of examination board instructions/guidance and ensure that students are given sufficient guidance and support as appropriate. Teachers and pupils should be made aware of what might constitute malpractice. Teachers and pupils should know the assessment criteria they are expected to meet. However, any explanation or interpretation given by a teacher **MUST** be general and not specific to a candidate's work.
- To nominate a member of the department that has responsibility for liaising with the Co-ordinator and for organising/managing the departmental responsibilities below.
- All teachers responsible for supervision should know whether the level is
  1. Formal (high level of control); or
  2. Informal (medium level of control); or
  3. Limited (low level of control)as detailed in the specification. Teachers should have familiarised themselves with the JCQ document that explains the supervision requirements – copies are available from the Controlled Assessment Co-ordinator.
- To keep work completed in controlled assessments secure. Secure storage is defined as “a secure locked steel cabinet, a metal cabinet or similar cabinet”. Work should be kept secure (unless stated otherwise) “until all possible post result services have been exhausted”. Students who wish to obtain a copy of their controlled assessment work may collect it from the ICT technicians on results day but at no other time.
- To ensure that work is kept secure when removed from safe storage for marking/moderation and that it is returned to secure storage immediately after. Departments are responsible for ensuring that no work is lost at this stage.
- Hard copies of work produced over several sessions must be collected at the end of each session and stored securely. Work produced electronically will be kept secure through the use of our secure groups' process.

- To assess student performance as required by the examination board and to submit marks to the awarding body by the date required. Where marking is to be carried out by a team of teachers then internal moderation procedures should be implemented.
- Centralised recording of marks on school shared area.
- Subject Leader ownership of submission of marks to exam board.
- To ensure that a “Declaration of Authentication” has been signed and dated by the student and the teacher.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- To comply with the Tring School Controlled Assessment Appeals Policy if required.
- To keep all assessment materials (including mark schemes) issued by an awarding body secure throughout the assessment process
- Pupils who are entitled to special access arrangements in normal written examinations are entitled to the same access for controlled assessments. As with written examinations, an approved application must be on file. Access arrangements might include extra time of up to 25%, reader, scribe etc. See SEN Policy and Exam Access Arrangements.
- All CAs must be hand written unless Subject Leaders can justify in writing why it needs to be completed using ICT.
- Prior warning (at least two School weeks) must be given if Departments wish to set up user accounts (assuming they have been granted permission).
- Candidates’ work must be retained until November 23rd in the event that it is needed for use in the Post Results Services or Appeals/Malpractice.
- If applicable to check that the secure ICT access groups (centrally generated) are accurate. This must be done within sufficient time to avoid the problems associated with last minute changes.

### **Examinations Officer**

- To provide Departments with guidance/information from examination boards.
- To liaise with the Co-ordinator and pass on guidance/information as appropriate.
- To collect and send marksheets to awarding bodies before deadlines.
- To oversee formal student appeals.

### **ICT nominated technician**

- To set up access accounts as requested by departments.
- To liaise with the Co-ordinator if problems are encountered.

Tring School  
 Governing Body  
 Reviewed November 2014  
 Reviewed May 2017