



**Pontypridd High School**

# **Controlled Assessment Policy**

*'Learning and achieving together'*  
*'Dysgu a chyflawni gyda'n gilydd'*

## Controlled Assessment Policy

Date of policy:	November 2022
Adopted:	September 2019 Standards Committee Meeting Reviewed : Standards Committee Meeting, 18 <sup>th</sup> September 2019 Reviewed : Standards Committee Meeting, 25 <sup>th</sup> January 2023
To be reviewed:	Autumn 2023
Member of staff responsible:	Exams Officer
Committee Responsible:	Standards

### DEFINITION

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.

### Roles and Responsibilities

#### Deputy Head Teaching & Learning will:

- Ensure, on behalf of the Headteacher, that each department carries out non-examination assessments, controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);
- Co-ordinate, with Heads of Department, a schedule for assessments to take place;
- 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, IT networks, time out of school etc);

Ensure all staff, students and parents have access to a calendar of events.

#### Heads of Department will ensure:

- The safe and secure conduct of assessments in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions;
- 40% of overall assessment (non-examination, controlled and/or external assessment) is taken in the exam series in which the qualification is certificated;
- All marking is standardised;

- All teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*";
- 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;
- 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 ALNCO is informed about any assistance required for the administration and management of access arrangements;
- In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, *mobile phones* or any other electronic devices;

### 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 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 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;
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks on the secure sites by the date required, keeping a record of the marks awarded;
- 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 candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

### **The Exams Officer will:**

- Enter students for individual units, whether assessed by internal 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 assessments cannot be conducted in the classroom arrange suitable accommodation where assessments can be carried out, at the direction of the Deputy Head Curriculum;

### **Good Practice**

At the start of formal sessions of assessment candidates will be reminded to turn their phone off and disable alarms;

**Staff are encouraged to go through the JCQ *Notice to Candidates* (for non-examination, coursework and 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 Headteacher 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 Headteacher 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.

All documents Relating to this policy are available upon request.

- Specific Roles & Responsibilities
- Risk Management process

**Reviews of marking - centre assessed marks  
(GCSE controlled assessments, GCE coursework,**

**GCE and GCSE non-examination assessments and Project qualifications)**

Pontypridd High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

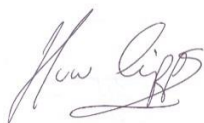
Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Pontypridd High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Pontypridd High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Pontypridd High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Pontypridd High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Pontypridd High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Pontypridd High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Pontypridd High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

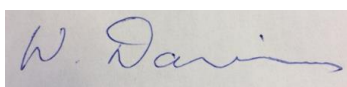
7. Pontypridd High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Pontypridd High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Pontypridd High School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Approved by:



Mr H Cripps, Headteacher



Mr W Davies, Chair of Governors