

THE HENRY BOX SCHOOL



CONTROLLED ASSESSMENT PROCEDURE

March 2014

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Controlled Assessment Procedure

Introduction

Controlled Assessment is defined as a compulsory piece of work which contributes a proportion of the final grade of a GCSE for which there are specific conditions surrounding how the work must be completed. The specific requirements, outlined by awarding bodies, as to how Controlled Assessment must be administered are intended to ensure that grades awarded to students across centres are a fair and comparable measure of achievement. It is important that these requirements are enforced through the processes the school has in place for implementing and monitoring Controlled Assessment. These processes and requirements will be outlined in this policy.

Controlled Assessment may constitute 60%, 25% or none of the overall grade for a GCSE.

Controlled Assessment must be carried out with High, Medium or Low levels of control and supervision. Different stages of a piece of work may have different levels of supervision specified. A High level of supervision does not, if the assessment is carried out in the normal teaching room, mean 'exam conditions', however there will be specific conditions laid down by the awarding body as to how the work must be completed. A Medium level of supervision means that it must be possible to know with certainty that all the work completed is the student's own. A Low level of supervision means that students may complete work without direct supervision, but the teacher must have confidence that the student's work is their own.

The Controlled Assessment task may be set by the awarding body, either fixed or with a degree of flexibility or choice for the teacher or student, or be set by the school under guidance by the awarding body.

Principles

1. The requirements of awarding bodies, both in general and relating to specific qualifications, must be enforced rigorously and consistently
2. The approach to implementing Controlled Assessment should, within the restrictions specified by the awarding body, give all students the opportunities they need to achieve their best
3. No students should be given an unfair advantage over other students in the completion of Controlled Assessment tasks e.g. disproportionate levels of support, leniency over deadlines beyond what is allowed by the school's policy
4. Students should not be unduly disadvantaged by circumstances beyond their control and reasonable allowances should be made where appropriate e.g. long term illness, special educational need
5. The timing and arrangements for Controlled Assessment tasks should be such that excessive workload pressures for students and staff are avoided
6. The resources (including time) dedicated to Controlled Assessment tasks should be proportional to the value of the work in relation to the exam based elements of the course

1

Responsibilities

The Senior Leadership Team (SLT) will;

- Oversee the timing and arrangements for Controlled Assessment
- Monitor and review the implementation of Controlled Assessment against the agreed policies

- Investigate appeals and advise the Headteacher regarding evidence of malpractice

Department teams, under the leadership of the Head of Department, will;

- Schedule Controlled Assessment tasks with reference to the school calendar and other planned activities for the year group
- Ensure schemes of work incorporate Controlled Assessment appropriately
- Ensure that all teachers understand their roles and responsibilities in controlled assessment and are familiar with the requirements of the awarding body
- Organise the logistics of the Controlled Assessment, including access to resources, in line with school policy and awarding body requirements
- Consult with the SENCo on additional arrangements which may be needed for candidates
- Make contingency arrangements for the event of absences by candidates or teacher
- Arrange for secure storage of candidates' work
- Obtain task information from the awarding body and submit marks by the deadline set
- Ensure support and marking practice is consistent across the department
- Standardise marking
- Provide parents and students with the necessary information in an understandable format about the assessments
- Provide required information in a timely manner to the Exams Officer e.g. unit codes, entry details
- Ensure the workload of staff and students remains a priority and is considered in the planning, scheduling and assessment of work

Teachers will;

- Contribute to the planning of Controlled Assessments
- Brief students about the task and the deadlines for submission
- Brief students about the procedures for Controlled Assessment and the conduct required of them
- If necessary, remove or cover displays
- Supervise the Controlled Assessment tasks as required during scheduled teaching periods, applying the specified level of control
- Keep accurate records of attendance during the period of Controlled Assessment
- Keep accurate records of work completed and submitted, marks awarded and support given to students
- Ensure students use black ink for hand written tasks
- Ensure students keep a record of the support received and any joint work undertaken

2

- Record any incidents during High level supervision tasks
- Ensure deadlines are strictly enforced and department procedures for missed deadlines are followed
- Ensure authentication forms are signed by candidates and the supervising teacher
- Ensure records are kept of work submitted and that work is stored safely
- Ensure students entitled to additional time or special conditions receive this entitlement
- Report any suspicion of academic malpractice immediately to the Head of Department, with the appropriate evidence
- Ensure the Controlled Assessment is carried out in accordance with school policy and the awarding body requirements

The Exams Officer will;

- Liaise as necessary with the SLT, subject departments and individual teachers
- Support departments, if requested, with arrangements for the secure storage of candidates' work

- Enter students for individual units as requested by Heads of Departments
- Be responsible, as necessary, for storage and transmission of information, data and confidential materials between awarding bodies and teachers

Monitoring and Evaluation

Heads of Department monitor Controlled Assessment to ensure the procedures laid down in this policy and by the awarding body are followed. Lesson observations. Learning Walks, work sampling and standardisation may be used as part of the monitoring process. Members of the SLT support Heads of Departments in this process.

The SLT will, in addition, monitor appeals, review the schedule of Controlled Assessment annually and carry out periodic evaluations of practice.

Related Documents;

GCSE Controlled Assessment Regulations (2008) – published by Ofqual
The Henry Box School Policy on Assessment
The Henry Box School Policy on Internal Appeals

Policy prepared by Mr M S Evans
Adopted November 2010
Updated March 2014