

Fowey River Academy

Controlled Assessment Policy

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1. Principles for Action

Our Controlled Assessment procedures are designed to meet the requirements of GCSE specifications as published by JCQ on behalf of the awarding bodies. Central to our policy and procedures is the commitment that controlled assessments at Fowey River Academy are carried out fairly and effectively in line with JCQ regulations to support the workload and decision making processes of Directors of Programmes and teachers alike. The policy is also designed to evenly spread out the workload of the students throughout the course of the GCSE programme.

2. Rationale

Controlled assessment is a form of internal assessment that has been introduced in many new GCSE specifications to replace existing coursework requirements. It also forms part of the assessment of Diplomas and Functional Skills. The policy has been designed so that systems and procedures can be followed to ensure fairness and accuracy of assessment tasks.

Key Features:

- Enables a more integrated approach to teaching and learning and assessment
- Provides an increased facility to ensure that work is the students own
- Enables teachers to choose the timing of the controlled assessment
- Enables teachers to select from a choice of tasks and contextualise them
- Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning
- Measures subject specific skills, not necessarily tested by external assessment
- Usually takes place in the classroom, within the normal timetable
- Features levels of control designed to maximise reliability and authenticity
- 100% terminal rule which means that all of the assessment (whether internal controlled assessment or written external exam) must be undertaken in the series of certification

2.1. Process of Controlled Assessment

The process has 3 stages

- Task Setting
 - Tasks are set either by the awarding body (High Control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.
- Task Taking
 - Three levels of control apply:
 - I. Low Control – students can work unsupervised outside the classroom.
 - II. Medium Control – students can work under informal supervision.
 - III. High Control - students complete their task under direct supervision throughout.

- Task Marking
 - Task Marking has either a High or Medium Control level. High Control means that the awarding body marks the tasks. Medium Control is where work is assessed by the teacher and externally moderated by the awarding body in the same way as coursework. In this case staff must follow the school's IV policy to standardise marking.

2.2. Policy

- It is the responsibility of each Subject Leader (SL) to obtain the controlled assessment task details from the exam boards.
- All High Control assessment task materials are to be held centrally, either by the exams office or relevant SL. All Medium Control task materials are to be held by the SL, locked in a suitable, secure cabinet.
- The SL should choose the most appropriate time for the controlled assessment to take place.
- The Controlled Assessment may take place during timetabled class time with the SL ensuring that time limits are adhered to.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified in advance of a High Controlled assessment taking place. Each year the SL is responsible for ensuring that the controlled assessment is scheduled in the whole of school calendar.
- Relevant display materials must be removed or covered up.
- All staff within a Department must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. High Control means that students are under direct supervision at all times. Information on supervision for High and Medium Control tasks are to be made available to the Exams Officer and the supervision is monitored by the relevant SL.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session. All student work related to High Control tasks are to be held centrally by the Exams Officer or SL between sessions and on completion.
- Separate user accounts for exam use must be used for High Control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 8 above.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary, provided the assessment can be completed within any externally set deadlines.
- For long absences, special consideration should be applied for.
- Entries for controlled assessment must be made at the appropriate time in conjunction with the Exams Office.
- Attendance records from assessment sessions should be kept by the teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in school if more than one teacher is involved in the assessing.
- If suspected malpractice or plagiarism occurs, the awarding body malpractice procedure must be followed.
- Authentication forms must be signed by the teacher and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam board by the appropriate date.
- Candidates' work must be securely stored until all results have been verified.
- In October of each academic year, all students in Years 9 and 10 will be given a form entitled "Information for Candidates" detailing JCQ procedures on controlled assessments.
- Should a student need to be removed from a room during a Controlled Assessment for any form of disruption or inappropriate behaviour they will be required to complete the Assessment in an After-School Detention.

3. Annual Review

The Raising Standards Team will undertake an annual review meeting with the Exams Officer in July to monitor how well the Controlled Assessment arrangements are functioning.



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