



FRIENDS' SCHOOL LISBURN CONTROLLED ASSESSMENT POLICY

Introduction

As part of the review of the GCSE, Coursework has been replaced by Controlled Assessments in the majority of subjects.

Definition of Controlled Assessment

Controlled Assessment is a form of internal assessment where assessment tasks of high, medium or low levels of control are integrated into the delivery of the majority of subjects. High control tasks are set by the awarding body, CCEA, medium control tasks are provided by the Awarding Body but may be adapted by the teacher and low or limited control tasks are set by the teacher according to the criteria set by the Awarding Body.

- Tasks of all level of control are marked by the teacher and moderated by the Awarding Body
- The following GCSE subjects taken at friends' School are assessed by **60% controlled assessment**: Art & Design, English Language and English Literature, Engineering, Home Economics, Journalism, Languages (French, German and Spanish), Music, Physical Education, Technology and Design
- The following subjects are assessed by **25% controlled assessment**: Business Studies, Geography, History
- The following subjects have **no controlled assessment**: Economics, Mathematics, Religious Education

Roles and Responsibilities

It is the responsibility of the Vice Principal Curriculum to:

- ensure on behalf of the Principal that each department carries out controlled assessments in accordance with the instructions issued by the Joint Council for Qualifications (JCQ)
- co-ordinate, with Heads of Department, a schedule for controlled assessments, to ensure communication of this calendar to all staff, pupils and parents
- map overall resource requirements for the year. As part of this resolve clashes/problems over the timing or operation of controlled assessments
- resolve issues arising from the need for particular facilities (rooms, IT networks, timeout of School etc)

It is the responsibility of the Head of Department to:

- decide on the awarding body and the specification for a particular GCSE
- ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification
- either obtain the controlled assessment task details from the exam boards, contextualise sample awarding body assessment tasks or develop a suitable task/s, in collaboration with the department and the subject requirements at GCSE
- decide on the most suitable times for the controlled assessments to take place in accordance with the requirements of the terminal assessment
- plan how each assessment will take place, taking into account the accommodation and resources requirements. The Exams Officer and both Curriculum and Organisation Vice Principals should be

notified when high level controlled assessment is taking place. Ensure any emerging problems are communicated immediately to VP Curriculum so that alternative arrangements may be made

- give dates for the year ahead to the Vice Principal, Curriculum, at the end of each academic year to allow forward planning and to avoid clashes with other controlled assessments and/or other important School events
- ensure all teachers in the department understand their roles and responsibilities in controlled assessment, are familiar with the requirements of the GCSE specification and are given clear deadlines in terms of teaching/pupil preparation(if required) and final task taking
- ensure that all teachers in the department are aware of the relevant level of control permitted (high, medium or low) and the subsequent requirements for supervision
- liaise with the Special Educational Needs Co-ordinator (SENCO) about access arrangements
- ensure secure storage of all examination materials, together with the work produced by the candidates during preparation and final task taking
- make certain, in the case of formal supervision (high level control, akin to an exam), that candidates do not have access to email, the internet, mobile phones or any other electronic device
- keep a log of high control assessments(Appendix 2) which contains:
 - the date and time of each assessment together with its title;
 - the name of the supervising teachers;
 - a copy of class list with candidates who were present during the assessment;
 - a log of incidents which occurred during the assessment
- ensure display materials are removed or covered up, as required
- make contingency arrangements for the event of absences by candidates or teachers - for example, a second, alternative date for the controlled assessment and for longer absences, ensure special circumstances are applied for
- arrange internal standardisation of marking by all teachers involved in assessing an internally assessed component and provide departmental training as appropriate
- be sure that where pupils are informed of the marks that have been submitted to the awarding body, it is made clear that those marks are subject to change through the moderation process

It is the responsibility of the Teaching Staff to:

- comply with the guidelines in the JCQ publications, "Instructions for Conducting Controlled Assessments Guide"
- understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- obtain confidential materials/tasks set by the awarding body 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
- contribute to the decision as to how the controlled assessment should be incorporated into the scheme of work to provide a coherent sequence of learning and ensure students are well prepared for the controlled assessment - for example, in developing linguistic or practical assessment or carrying out fieldwork or research
- allow students the chance, in the event of absence, to make up the time, if necessary
- supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows
- ensure that students and supervising teachers sign authentication forms on completion of an assessment
- mark internally/guidance/assessed/components using the mark schemes provided by the awarding body
- submit marks at the required date, keeping a record of the marks awarded
- retain candidates' work securely between assessment sessions
- retain candidates' work securely until the closing dates for enquiries about results. In the event that an enquiry is submitted, retain the candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre

- inform the Head of Department if malpractice is suspected who will then report to Vice Principal, Curriculum regarding procedure to be followed
- report immediately to the Head of Department and Vice Principal Curriculum if a student's work is lost or accidentally destroyed within the School. This will then be reported to the exam awarding body using form T5/JCQ LCW (appendix 3)
- note that if teacher teaches his/her own child the centre must declare a conflict of interest and send the marked work to the moderator whether it is part of the sample or not

The Examinations Officer will:

- enter pupils for individual units, whether assessed by controlled assessment; external examination or on screen test, before the deadline for final entries
- enter pupils' "cash-in" codes for the terminal examination series
- be responsible for the receipt, safe storage and safe transmission whether in CD 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
- ensure where mark sheets are completed on-line that the Head of Department is able to complete all the necessary documentation in an appropriate manner and oversee that this is forwarded to the Awarding Body
- ensure that only appropriate members of staff have access to the submission of controlled assessment/coursework marks
- on the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of and in co-ordination with the Vice Principals Curriculum and Organisation

The Special Educational Needs co-ordinator will:

- ensure access arrangements are applied for
- work with teaching staff to ensure requirements for support are met

The Area Learning Co-ordinator will:

- liaise, in respect of the twilight courses taken at GCSE, with collaborating centres and ensure appropriate planning, management and administration is carried out for controlled assessment
- ensure that it complies with both the JCQ general guidelines and the Awarding body instructions
- ensure procedures are in place to cover requirements for summative assessment and that these are communicated to all co-ordinators in the consortium
- map overall requirements for the year, resolving any clashes/problems over the timing or operation of controlled assessments and any issues arising from the need for particular facilities (rooms, IT networks, time out of School etc)
- liaise with collaborating centres in the production of a calendar that takes account of their requirements and ensure that pupils, parents and all staff involved are communicated details of the calendar
- liaise with collaborating centres in respect of access arrangements for pupils with special educational needs
- circulate details for all unit codes for controlled assessments to the Examinations Officer/Consortium Co-ordinator in each school
- co-ordinate with the subject teacher leading the controlled assessments in each centre and circulate the following details of the controlled assessments to the Vice Principal Curriculum at Friends' School:
 - the date and time of each assessment together with its title
 - pupil attendance at each controlled assessment
 - the name of the supervisory teacher
 - copy of the scores given to pupils in each controlled assessment
 - feedback on pupil performance