BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

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CONTROLLED ASSESSMENTS POLICY

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Approved by the Principal

1. Rationale

1.1 Big Creative Academy is committed to the safe and secure conduct of controlled assessments in the best interests of students and with clear guidelines for all relevant staff.

2. Policy

2.1 All controlled assessments will comply with JCQ guidelines contained in the document *Instructions for Conducting Controlled Assessments*.

2.2 All controlled assessments will also adhere to awarding bodies' subject-specific guidelines.

2.3 Every student will be given a copy of the relevant JCQ 'Notice to Candidates' before undertaking his/her first controlled assessment. This notice is also posted outside the Examinations Office and in the examinations section of the school website.

2.4 As far as is possible the Director of Curriculum will ensure that controlled assessments are spread throughout the duration of the study programme in the interests of students' workload and resource management, especially with regard to the use of ICT facilities.

2.5 The Academy will ensure that access arrangements and special consideration guidelines are adhered to in relation to controlled assessments as they are with regard to formal written examinations.

3. Guidelines

3.1 Heads of Curriculum will:

a) decide on the specification to be followed, in consultation with other teachers in the department and the principal.
b) ensure that they and individual teachers for whom they have responsibility are aware of and comply with all relevant guidelines from JCQ and awarding bodies.
c) standardise the marking of all teachers involved in assessing an internally assessed component.
d) where appropriate develop new assessment tasks or contextualise sample assessment tasks to meet local conditions.
e) supply to the Examinations Officer in good time all requested details concerning unit codes, entries and marks

f) obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
g) ensure that students and supervising teachers sign authentication forms on completion of the assessment
h) monitor the completion and marking of controlled assessments by subject teachers within their area of responsibility
i) post completion retains candidates' work securely in a locked store or cupboard (for hard copies) or on a secure area of the school network which is subject to regular back-up for electronic copies until after the closing date for enquiries about results. If such an enquiry is submitted, retain candidates' work securely until the outcome of that enquiry and any subsequent appeal has been conveyed to the centre.
j) manage the risks associated with controlled assessments (see Appendix A).

3.2 Teaching Staff will:

a) understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting controlled assessments.
b) understand and comply with the awarding body's subject specific requirements for conducting controlled assessments.
c) 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.
d) ensure that they and their students sign authentication forms on completion of an assessment.
e) mark internally assessed components within a reasonable period of time following completion using the mark scheme provided by the awarding body and submit marks when required to the Examinations Office, keeping a record of the marks awarded.
f) retain candidates' work securely between assessment sessions where more than one such session is required.

3.3 SENCO will:

a) ensure access arrangements have been applied for where necessary.
b) work with teaching staff to ensure requirements for support staff are met
c) liaise with teaching staff and the Examinations Officer to ensure appropriate accommodation and facilities are available for access arrangement students.

3.4 Examinations Office Staff will:

a) enter students for individual units as requested by teaching staff before the entry deadline.
b) enter students' 'cash-in' codes for the terminal examination series.
c) be responsible for the receipt, safe storage and transmission to teaching staff of confidential materials received directly by the Examinations Office.
d) download and distribute marksheets as required and collect and send completed marksheets to be awarding bodies before deadlines.
e) assist departments to find suitable accommodation for controlled assessments.

4. Monitoring, Evaluation and Review

4.1 This policy will be monitored by the Examinations Officer and evaluated and reviewed every three years by the principal.

APPENDIX A: CONTROLLED ASSESSMENTS RISK MANAGEMENT

Risks and issues	Remedial action		Staff
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	Heads of Curriculum
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates sometime between assessments	Heads of Curriculum
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	Vice Principal of Curriculum
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Vice Principal of Curriculum
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Heads of Curriculum
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Heads of Curriculum
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Heads of Curriculum
Validity of assessment	Check task validity date	Ensure task is still valid for year of entry	Heads of Curriculum

Absent Candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Heads of Curriculum
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited	Heads of Curriculum
Control Levels for Task Taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Heads of Curriculum
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Heads of Curriculum
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision		Heads of Curriculum

Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are **not** supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.		Heads of Curriculum

Task Setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task	Seek guidance from the awarding body	Heads of Curriculum
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation	Seek guidance from the awarding body	Heads of Curriculum
Security of Materials (see Appendix B)			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Vice Principal of Curriculum
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	Vice Principal of Curriculum
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	Vice Principal of Curriculum
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	Heads of Curriculum

Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	Heads of Curriculum
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	Heads of Curriculum
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	Heads of Curriculum
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	Heads of Curriculum
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	Heads of Curriculum

* Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

APPENDIX B: RECEIVING, CHECKING AND STORING EXAMINATION PAPERS AND MATERIALS SAFETY & SECURELY

1. All deliveries for the Examinations Officer to be received at reception

2. Any attempted deliveries elsewhere should not be accepted, and the courier should be directed to reception

3. Reception to sign for delivery and complete exams parcel receipt book once delivery has taken place

4. Inform Examinations Officer immediately that delivery has been made so parcels can be moved to the secure storage area

5. If the Examinations Officer is not available reception should contact other secure storage key holders. If no-one can be contacted the delivery should be placed in a locked area.

6. Examinations Officer to check question papers and examination material carefully against awarding body packing notes

7. Examinations Officer to inform the awarding body immediately if there are any problems with the delivery

8. If question papers cannot be checked immediately upon receipt, they must be locked away in the secure storage area