



Manchester Academy

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Controlled Assessment Policy

2015 – 2016

For Office Use Only

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Manchester Academy Controlled Assessment Policy

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

All staff involved will understand and comply with the guidelines detailed in the JCQ Instructions for conducting controlled assessments.

Responsibilities

Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions
- At the start of the academic year begin coordinating with heads of department to schedule controlled assessments. These should also be identified in the curriculum map overview submitted by heads of department.
- Map overall resource management requirements for the academic year.
- Ensure staff involved have a calendar of events.

Curriculum Area Leaders

- Decide on the awarding body and specification for a particular GCSE. Where a change in syllabus occurs this should be agreed by vice principal, curriculum and SLT line manager and the reasons explained by the head of department.
- Supply exams officer with controlled assessment unit codes.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that all teachers fully understand their responsibilities with regard to controlled assessment and are familiar with the awarding body's specification and subject specific instructions.
- Uphold the security of all controlled assessment work.
- Ensure that teachers and candidates sign the relevant documentation on completion of an assessment.
- Together with the exams officer, ensure that controlled assessment marks are sent to the awarding body before the deadline.
- Together with the exams officer, ensure that controlled assessment work is sent to the moderator before the deadline.
- To ensure secure storage of all controlled assessment materials and ongoing/completed controlled assessment work from pupils.

Teachers



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- Understand and comply with the awarding body's specification for conducting controlled assessments.
- Within the relevant time frame, obtain confidential material/tasks set by the awarding bodies and ensure that these materials are stored securely at all times.
- Ensure that assessments are supervised at the specified level of control.
- Ensure that the relevant documentation is signed by students and teachers. Candidates and teachers to sign a candidate record form and teachers to sign a Centre Declaration Form.
- Mark internally assessed components in accordance with the awarding body's mark scheme.
- Ensure that candidates' work is kept securely between assessment sessions.
- Inform candidates of the AQA Regulations concerning malpractice.
- Inform the head of department and exams officer of any suspected malpractice.
- Post completion, retain candidates' work securely until the closing date 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.
- Ask SENCo for the necessary assistance regarding access arrangements.

Exams Officer

- Provide students with a copy of the JCQ Notice to Candidates – Controlled Assessments document via the Student Exams Guidance.
- To be responsible for the receipt and onward transmission of any controlled assessment materials requested by the awarding body for moderation.
- Deal with any reported malpractice in accordance with the JCQ instructions for controlled assessment.
- Together with heads of department, ensure that controlled assessment marks are sent to the awarding body before the deadline.
- To record a mark of zero if candidates cannot confirm the authenticity of work submitted for assessment.
- Together with heads of department, ensure that controlled assessment work is sent to the moderator before the deadline.

SENCo

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure that requirements for support staff and candidates are met.



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Task Setting

- In accordance with specific GCSE awarding body guidelines, heads of department will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks. Subject teachers will ensure that students understand the assessment criteria for any given assessment task.

Task Taking

Controlled assessment tasks will be undertaken with three levels of supervision.

- High level of control
- Medium level of control
- Low level of control

Heads of department will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task.

Levels of supervision are clearly outlined in each subject specification.

Signed

Dated

Signed

Dated

