



BLACON
HIGH SCHOOL
SUCCESS THROUGH PARTNERSHIP

Policy for Controlled Assessments & Non-Examination Assessments 2017-2018

VISION STATEMENT

Blacon High School will inspire everyone to work together to create a successful, inclusive and forward looking learning community, supporting excellence for all to make a positive difference to society.

Committee approved: 8th February 2018
Ratified by Full Governing Body: N/A
Next due for review: Spring 2019

Roles and Responsibilities

Senior Leadership Lead (Mr Nick Scoltock):

- Ensure that each Department carries out controlled assessments in accordance with JCQ guidelines and awarding bodies' subject-specific instructions.
- Co-ordinate with Head of Department to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes / problems over the timing or operation of controlled assessments. Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.).
- Ensure that all staff, students and parents have access to a calendar of events.

Head of Department will ensure:

- The safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- 100% of overall assessment (controlled and / or external assessment) is taken in the exam series in which the qualification is certificated.
- All marking is standardised.
- All teachers in each department will understand their responsibilities with regard to controlled assessments and are familiar with the contents of the JCQ publication 'Instructions for Conducting Controlled Assessments'.
- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject-specific instructions.
- All confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar.
- Supply to the exams office details of all unit codes for controlled assessments.
- SENCO is informed about any assistance required for the administration and management of access arrangements.
- In the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices.
- Where videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians.
- A log is kept which contains:
 - The date and time of each assessment together with its title
 - The name of the supervising teacher
 - A list of candidates who were present during the assessment
 - A list of any absent candidates
 - A log of any incidents which occurred during the assessment is kept for each controlled assessment.

Teaching staff must:

- Comply with the general guidelines contained in the JCQ publication 'Instructions for Conducting Controlled Assessments'.
- 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 awarding bodies 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.
- For BTEC qualifications ensure that LIV status is maintained.
 - All assignment briefs are updated and internally verified each academic year.
 - Student assignments and marks are internally verified.
- 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.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body within the internal deadline given, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Inform each candidate with an entry for centre assessed work of the mark(s) awarded so that they may request a review of the centre's marking before marks are submitted to the awarding body – Appendix A.
- Advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Having received a request for copies of materials, promptly make them available to the candidate.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline.
- Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate promptly in writing of the outcome of the review of the centre's marking.

The exams officer will:

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for entries.
- Enter student' 'cash-in' codes for the terminal exam series.
- Distribute electronically the JCQ 'Instructions for Conducting Controlled Assessment' booklets and 'Notice to Candidates for Conducting Controlled Assessments' on receipt.
- Download and distribute mark sheets for teaching staff to enter grades, and collect and send mark sheets to awarding bodies before deadlines.

- 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 the senior leadership team.
- Submit the marks and samples to the awarding bodies and moderators.

Special Educational Needs Coordinator will:

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

Good practice

- At the start of formal sessions of controlled assessment candidates will be required to turn off mobile phones and put all belongings in a room adjacent to the room the controlled assessment takes place in.
- Staff are asked to go through the JCQ *Notice to Candidates (for controlled assessments or coursework)* at the start of each assessment and ensure that pupils fully understand the penalties incurred in the case of any kind of malpractice.

Student Malpractice

The exams officer will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice.
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form, investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body.
- If the irregularity is identified after the candidate has signed the declaration of authentication, the Deputy Head will submit full details of the case to the relevant awarding body at the earliest opportunity.
- Supervise all investigations resulting from an allegation of malpractice.
- Respond appropriately to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a child with their controlled assessment beyond the guidelines contained within each specification.
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

Monitoring and Evaluation

This policy will be monitored on behalf of the Governing Body by the Governor's Curriculum, Safeguarding and Equality Committee on a biennial basis.

The policy should be read in conjunction with the Exams policy.

Version Control

Number	Update	Date	By whom
0.1	Version approved by SLT – correct, no changes	28/11/2016	Nick Scoltock
1.0	Policy approved at Governor committee meeting	09/02/2017	Curriculum and Standards
	Policy approved by full Governing Body	30/03/2017	Governing Body
1.1	Policy updates	08/12/2017	Lisa Jones

Appendix A

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Blacon High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Blacon High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Blacon High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Blacon High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Blacon High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Blacon High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Blacon High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests for reviews of marking **must** be made in writing.
6. Blacon High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Blacon High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Blacon High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.