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## **Controlled Assessment Policy (inc. appeal process)**

<b>Adopted</b>	<b>April 2015</b>
<b>Date of Review</b>	<b>April 2017</b>

*Inspire,  
Aspire,  
Achieve!*

The Hathaway Academy understands that its aim is to provide quality teaching, learning and assessment that ensures that progress is made by its students which leads to an examination, the achievement of a recognised qualification, allowing its students to take the next steps into further education, training or work.

The Academy is aware that controlled assessments are stressful for all within its community and aims to establish a positive, fair and informed environment in which students can perform to their full potential. In order to achieve this parents, carers, students and staff must all work in partnership, communicating effectively to ensure all issues are resolved and that all are aware of their roles and responsibilities.

### **The Principles of the Controlled Assessment Policy**

- To ensure that that controlled assessments are carried out according to JCQ requirements and provide clear guidelines for all concerned.
- To ensure that the planning and management of controlled assessments are conducted efficiently and in the best interest of student.
- To provide support and information to students, parents/carers, staff and Governors regarding the controlled assessments.

Controlled Assessments replaces coursework at GCSE. They are defined as a "form of internal assessment where the control levels are set for each stage of the assessment process: task setting, task taking and task marking" (JCQ Guidelines).

Controlled Assessments measure specific skills which may not be assessed by external examinations. Controlled Assessments will usually take place within normal lesson times.

This policy is written with regard to the Disability Discrimination Act 2005 and should be read in consultation with the TGSMAC Equal Opportunities Policy the Examinations Policy (including Exam Appeal Processes).

### **Expectations of the Academy Community**

It is the responsibility of everyone involved in the examination process to read, understand and implement this policy.

#### Parents/Carers:

- Are aware of when controlled assessments are taking place for their son/daughter.
- Ensure their son/daughter attends every lesson during the controlled assessment sequence.
- Ensure that their son/daughter has the necessary equipment in order to complete the assessment.

#### Students:

- Are aware of the dates of the controlled assessment for each subject.
- Understand what is required of them during the assessment.
- Attend every lesson during the controlled assessment sequence within reason.
- Ensure they have the necessary equipment in order to complete the assessment.

### Teachers:

- Ensure that all students taking the controlled assessments and their parents are fully aware of the relevant dates and deadlines well in advance.
- Understand and comply with the general guidelines contained in the JCQ publication "Instructions for Conducting Controlled Assessments" and with any subject specific guidance.
- Supervise assessments at the specified level of control.
- Undertake the tasks required under the regulations, only permitting the assistance to students allowed by the subject specification.
- Inform the Subject Leader of any eventuality which might compromise the integrity of the assessment.
- Ensure that students and supervising teacher sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Will not inform the students of their mark.
- Submit marks to the Subject Leader when required to do so.
- Retain candidates' work securely between assessment sessions.

### Subject Leader:

- Inform the Examinations Officer of the proposed dates for controlled assessments at the beginning of the academic year.
- Ensure that the terminal rule is adhered to.
- Supply the Examinations Officer with the Unit Codes for all Controlled Assessments.
- Ensure that subject teachers understand their responsibilities with regard to controlled assessments.
- Obtain any confidential material set by the awarding body in sufficient time to prepare for all the assessments and ensure that the materials are securely stored.
- Standardise the internal marking of all teachers involved in assessing a controlled assessment.
- Submit marks to the awarding body through the Examinations Officer by the deadline, keeping a written record of the marks achieved.
- Retain candidates' work securely until the closing date for enquiries about results or until the outcome of any enquiry.
- Liaise with the SENCo regarding any assistance required for the administration and management of access arrangements.
- Ensure that their schemes of work reflect when, how and where the controlled assessments will take place. The scheme of work will also show a clear plan for the preparation of students for the assessment and builds in sufficient time to cope with unforeseen circumstances.
- Will inform the Examinations Officer of any eventuality which might compromise the integrity of the assessment.
- Ensure, with the support of the ICT team, that when students are sitting a high control level assessment requiring ICT facilities they will have no access to email or internet. Students cannot have access to this work outside of the assessment period. All work should be securely stored and backed up electronically on a portable memory device that is securely stored at the end of the assessment.

### SENCo:

- Liaise with Subject Leaders regarding access arrangements.
- Ensure access arrangements for students have been met.

#### Examinations Officer:

- Will produce a calendar of Controlled Assessments at the beginning of an academic year.
- Will be responsible for receipt, safe storage and transmission of confidential material received by the Examinations Officer regarding Controlled Assessments.
- Inform the Subject Heads of the deadlines for the submission of marks.
- Enter "cash in codes" for the correct series by the deadline set.
- Is responsible for the distribution, collection and entry of all mark sheets by the deadline set.
- Check that the correct level of supervision is taking place during the assessment.
- Will provide signage to subjects regarding examinations taking place when requested.

#### **Appealing a Controlled Assessment Grade**

##### Parents/ Carers:

- Discuss any causes of concern regarding an internal assessment with their son/daughter.
- Will contact the Examination Officer regarding any concerns about internal examinations.
- Ensure that any appeals against internally assessed marks which are submitted to an Examination Board are in writing to the Examination Officer at least two weeks before the date of the last terminally assessed paper of the course.
- Understand that an appeal cannot be made against the grade given by the school but only against the process that led to the assessment.

##### Students:

- Will discuss any concerns they have regarding any internally assessed examinations with their parents/carers and the Examination Officer.

##### Examination Officer:

- Will inform the Principal or nominated ALT member of any appeal against an internally assessed mark. The Head Teacher will appoint at least two members of staff to investigate the appeal, one of which is likely to be the Examination Officer.
- The investigating team will decide if the process used for the internal assessment conformed to the requirements of the Awarding Body and to guidance given by JCQ.
- The student and his/her parents will be informed in writing of the decision of the investigating team and the action taken before the end of the series.
- The appeals procedure will allow the student and parent to have a personal hearing with the investigating team if they are not happy with the written response they have received. They will be sent copies of all the relevant documentation.
- Parents are entitled to pursue this with the Governors through the complaints procedure if they are unhappy following a personal hearing.

- The Examination Officer will, within two weeks, inform the Awarding Body of any change to an internally assessed mark, being aware of the deadlines for the awards to be issued.
- The Examinations Officer will inform the relevant Awarding Body of any malpractice carried out by the school revealed by the investigation.
- The investigating team will inform the Principal of its decision and keep written records of the appeal, the investigation and its outcome.

*(Policies: Controlled Assessment)*