



**THAMESVIEW SCHOOL**

**Thong Lane, Gravesend,  
Kent DA12 4LF**

**GCSE Controlled Assessment  
Policy**

## **POLICY FOR THE MANAGEMENT OF GCSE CONTROLLED ASSESSMENT**

Background – JUNE 2017

GCSE unitised qualifications – controlled assessments can be taken throughout the course. This requires careful co-ordination and management of the assessments to comply with guidelines as published in the JCQ publication - Instructions for Conducting Controlled Assessment.

Responsibilities and management in ensuring these assessments are carried out in compliance with the regulations as set out in this document:-

### **Staff Responsibilities for GCSE Controlled Assessment**

#### **Deputy Headteacher**

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 Subject Leaders 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 involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments

#### **Subject Leaders**

- Decide on the awarding body and specification for a particular GCSE
- Ensure that the correct controlled assessment is taken in the exam series in which the qualification is certificated, in accordance with the awarding body specification
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions

- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- Supply to the exams office details of all unit codes for controlled assessments
- 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 in co-ordination with the exam board regulations/JCQ regulations.
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, 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

### **Teaching staff**

- Understand and must comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* (where applicable)
- 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
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and staff supervising assessment, sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit correct marks through the exams office to the awarding body when required, keeping a record of the marks awarded
- Ask the Assistant Headteacher (SENCO) for any guidance required for the administration and management of access arrangements. SENCO will inform staff of access arrangements

### **Exams office staff**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets 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

**Assistant Headteacher (SENCO)**

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

**Related Documents:**

Guidance: JCQ Joint Council for Qualifications – Instructions for Conducting Controlled Assessment  
Legislation

**GCSE CONTROLLED ASSESSMENT POLICY**

This policy was agreed and adopted at a Governors’ Meeting held on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ (Governor)

Signed: \_\_\_\_\_ (Headteacher)

The policy will be formally reviewed in \_\_\_\_\_ (date)