

Greenhill School



Planning & Managing Controlled Assessments Policy 2014-2015

(including Staff Responsibility & Risk Management)

The purpose of this policy is to help Greenhill staff identify their responsibilities in planning and managing Controlled Assessment. It shows how responsibilities are allocated to staff such as subject teachers, support staff, assessors and the senior leadership team.

It is important that there is an appropriate allocation of responsibilities.

This document has been reviewed and approved by the School Leadership Team ensuring that it is fit for purpose and compatible with the existing policies and procedures of Greenhill School as an approved examination centre.

All Staff Undertake to do the Following

Provide opportunities for success for all pupils as outlined in our Inclusion Policy, SEN Policy, Equalities Policy and Curriculum Policy.

Follow all regulations relating to the planning, delivery and access arrangements for all externally validated courses.

In the event of receiving school examination post to take receipt and take to the exam officer or office staff for safe storage.

Controlled Assessments – Outlining staff responsibilities

Phil Haynes: Deputy Headteacher

Donna Jones: Assistant Headteacher

The above staff will undertake to do the following:

- be accountable for the safe and secure conduct of controlled assessments;
- create, publish and update internal appeals policy for controlled assessments;
- ensure assessments comply with JCQ guidelines and Awarding Bodies' subject-specific instructions.

Jane Taylor: Examinations Officer

The above staff will undertake to do the following:

- coordinate a schedule for controlled assessments. It is essential that controlled assessments be planned to reduce:
 - clashes/problems over the timing or operation of controlled assessments;
 - Issues arising from the need for particular facilities (room, IT networks, time out of school etc);
- ensure that all staff involved have a calendar of events;
- enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries;
- download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to Awarding Bodies before deadlines;
- enter students' 'cash-in' codes for the terminal exam series.

The Examinations Officer [and the office staff in her absence] undertake to do the following:

- Where confidential materials are directly received to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

Subject Teachers undertake to do the following:

- determine the Awarding Body and Specification used for the subject in conjunction with the Senior Leadership Team [usually the identified Performance Management team leader];
- ensure the Examinations Officer has the correct subject code for the agreed course;
- ensure the Examinations Officer is informed of all candidate entries by the required dates to avoid unnecessary late fees;
- provide details dates and times of required controlled tests for the Examinations Officer at the start of each academic year;
- on any occasion when controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where the controlled assessment can be carried out, at the direction of the Senior Leadership Team;
- ensure Access Arrangements have been applied for where appropriate;
- ensure Access Arrangement requirements (Scribes/Readers/Laptops) are met.

The SPLD Teacher and Special Education Needs Coordinator:

- ensure that students are correctly assessed for Access Arrangement requirements;
- ensure that staff used to provide access arrangements eg Readers/Scribes receive appropriate guidance and training.

Risk Management Process

This section examines potential risks and issues relating to the implementation of Controlled Assessments and considers how these might be managed and mitigated through forward planning and remedial actions. The Exams Risk Assessment identifies:

- responsibility for the risk/issue;
- accountability for the risk/issue;
- who should be consulted about this risk/issue;
- who should be informed should the risk/issue arise.

The Exams Risk Assessment has been reviewed and approved by the appropriate members of the Senior Leadership Team to ensure that it is fit for purpose and compatible with the existing policies and procedures of Greenhill School. This review should be repeated at regular intervals and kept up to date.

Performance Management Team Leaders are responsible for ensuring that Teachers:

- 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.
- understand and comply with general guidelines contained in the JCQ publication 'Instructions for Conducting Controlled Assessments'. These documents are available on the school network;
- understand and comply with the Awarding Body specification for conducting controlled assessments, including any subject-specific instructions, tutors' notes or additional information on the Awarding Body's website;
- ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirements in accordance with the Awarding Body specification.
- standardise internally the marking of all staff involved in assessing an internally assessed component where applicable;
- ensure that individual staff understand the requirements of the Awarding Body's specification and are familiar with the relevant tutors' notes, and any other subject specific instructions.

Teaching Staff

Teaching staff will undertake to do the following:

- supply to the Examinations 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;
- 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 supervising tutors sign authentication forms on completion of an assessment.
- mark internally assessed components using the mark scheme provided by the Awarding Body. Submit marks through the Examinations Office to the Awarding Body when required, keeping a record of the marks awarded;
- 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 candidate's work securely until the enquiry and any subsequent appeal has been conveyed to the centre;
- ask the Examinations Officer in good time for any assistance required for the administration and management of access arrangement;
- analyse examination marks/results and inform the Headteacher of any candidate wishing to appeal against the result.

REVIEW DATE: March 2014

SIGNED: _____

Jayne Cowan – Chair of Governors