



## Our Mission Statement

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential.
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels.

Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life.

## Controlled Assessment Policy

Co-ordinator: Headteacher (Mrs J Kingswood)  
Start date: February 2016  
Review date: February 2018 (or sooner in line with new guidance)

## Responsibility

This policy is compliant with the Qualifications and Curriculum Development Agency (QCDA) publication ***Managing GCSE Controlled Assessment. A Centre-Wide Approach*** (March 2010), and the Joint Council for Qualifications (JCQ) publication ***Instructions for conducting controlled assessments*** (September 2010). It is the responsibility of the Governors to review the policy at regular intervals and monitor its implementation.

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This policy lists the responsibilities of the relevant staff in terms of organising, administering and overseeing controlled assessments.

## 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.

In the summer term, begin coordinating with Heads of Faculty to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4 or as appropriate for GCSE courses studied in other years).

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 faculties (rooms, IT networks, time out of school, etc).

Ensure that all staff involved has a calendar of events.

Create, publish and update an internal appeals policy for controlled assessments.

## Heads of Faculty

Decide on the awarding body and specification for a particular GCSE.

Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificate, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

Supply to the exams office details of all unit codes for controlled assessments.

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.

## Teaching Staff

Understand and 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 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 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 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 candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management 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.

Enter students' 'cash-in' codes for the terminal exam series.

Where confidential materials are directly received by the exams office, to be responsible for the 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 assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out, at the direction of the senior leadership team.

## Special Educational Needs Co-ordinator

Ensure access arrangements have been applied for.

Work with teaching staff to ensure requirements for support staff are met.

## Re-Working and Re-Sitting

Candidates who wish to **re-do** their submission of a controlled assessment before the marks have been sent to the awarding body may do so under the following conditions:

- Where the work has to be carried out under formal supervision, any candidate re-doing this work must undertake a different task. Candidates must not be allowed to make another

attempt at the original task. However, candidates may re-use the research carried out for the original task.

- Where the work has to be carried out under informal supervision, candidates may make amendments to it in the light of feedback from the teacher provided this feedback is in line with the requirements of the specification. Candidates must not be allowed to make amendments after the work has been submitted for final assessment by the teacher.

Candidates who **re-sit** a controlled assessment may make another attempt at the task previously submitted, if that task is still appropriate to the year in which the assessment will be submitted. The work presented for assessment, whether under formal or informal supervision, must be entirely new. Candidates must not be allowed to amend the work which was submitted previously, although candidates may re-use research carried out previously. Our School policy is to allow one re-sit.

Signed .....  ..... Jo Kingswood (Head)

Signed ...  ... Karen Mitchell (Chair of Governing Board)