



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Controlled Assessment Policy

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1. Statement of Purpose

The purpose of this policy is to ensure that the controlled assessments meet the specified requirements of the Awarding Bodies and that BMAT staff are aware of their responsibilities in planning, facilitating and managing the process of assessments.

2. Staff Roles and Responsibilities

2.1 Senior Leadership Team and Subject Directors are responsible for:

- The safe and secure delivery and conduct of controlled assessments.
- Ensuring that all assessments comply with the relevant JCQ guidelines and the subject specific instructions of the Awarding Bodies
- Coordinating Heads of Department /Subjects Directors to schedule controlled assessment ensuring they are spread in a timely manner through the academic year
- Mapping overall assessment management for the academic year including:
 - Any problems or clashes over the timings or procedures of controlled assessments
 - Meeting assessment facilities requirements such as timetabling I.T rooms or addressing any concerns

2.2 **Heads of Department and Subject Directors** will with authorisation from the Head Teacher/Principal decide on the Awarding Body and specification for the route of study they wish to offer and ensure the following:

- Standardisation procedures are in place for all teachers are involved in judging an internally assessed component
- Staff understand that they are accountable for their individual responsibilities with regard to controlled assessment
- Staff understand the requirements of the Awarding Body's specification and are familiar with the relevant teachers' notes, and any other specialist subject requirements
- Where necessary develop new assessment tasks or differentiate sample Awarding Body assessment task to meet student demographic, in line with the relevant specifications and requirements.

2.3 **Teaching Staff/ Tutors /Assessors:**

- Are aware of, understand and comply with guidelines set by the JCQ publication; *Instructions for conducting controlled assessments*
- Comply with all subject specific instructions, including additional notes or publications on the Awarding Body's website

- Supply the Exams Office with details of all unit codes and relevant information for controlled assessments
- Obtain confidential materials/tasks set by Awarding Bodies in sufficient time to prepare for assessment, ensuring such material are stored securely at all times
- Supervise assessments at the required level of control, only permitting assistance to students as the specification allows
- Ensure students and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the relevant 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 resolved by the Academy
- Ask the appropriate academy SENCo for any assistance required for the administration and management of individual student access arrangements

2.4 SENCo/ Inclusion Department

- Ensure *All* students access arrangements have been applied for within the appropriate time frame
- Offer advice and guidance to teachers/tutors and assessors to ensure requirements for support staff are met

2.5 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 receipt, safe storage and safe transmission, whether on a CD or hard copy format
- Provide mark sheets to relevant teaching staff for distribution and collect and send mark sheets to the Awarding Bodies before deadlines
- Where controlled assessments cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, with direction from senior staff on duty
- Utilise appropriate documentation and forms and notify relevant Awarding Bodies regarding authorised access arrangements
- Offer staff, students and parents advice and guidance on further controlled assessment procedures, such as sickness during an assessment , lateness to assessments or missed assessments