

Lady Lumley's School
Controlled Assessments Policy 2020-21

IEB Governors
24 September 2020

To be reviewed annually
Review by: September 2021

1) Overview

- a) The school will follow the 'Instructions for Controlled Assessments', as determined and published by the Joint Council for Qualifications (JCQ)
- b) Where the JCQ makes a "recommendation", as far as possible we will make that a requirement of our day to day practice.
- c) All subject leaders must have a copy of the JCQ instructions, and read them.
- d) The examinations office will supply all subject leaders with a copy of the JCQ instructions.
- e) It is the subject leader's responsibility to ensure that controlled assessments are managed within their subject area in accordance with this policy.
- f) The subject leader will formally identify who is responsible for internal standardisation, for each specification used in their subject area.
- g) Our practice will be such that there is consistency of approach, and systems, across all subjects as well as within subjects.

2) Where Assessments Take Place

- a) Wherever practicable, Controlled Assessments should take place within the normal timetabled lesson for a subject, in the normal teaching space.
- b) Wherever possible, Controlled Assessments will take place without an external invigilator.

3) Responsibility for a Controlled Assessment

- a) The teacher managing the room, in which a Controlled Assessment takes place, is responsible for that session. The teacher must be aware of the level of Supervision required.

4) Supervision

- a) Formal supervision (high level of control) – the candidate must be in direct sight of the supervisor at all times. Use of resources and interaction with other candidates is tightly prescribed.
- b) Informal supervision (medium level of control) – questions/tasks are outlined, the use of resources is not tightly prescribed, and assessable outcomes may be informed by group work. Informal supervision aims to make sure that the contributions of individual candidates are recorded accurately, and that plagiarism does not take place. The supervisor may provide limited guidance to candidates.
- c) Limited supervision (low level of control) – requirements are clearly specified, but some work may be completed without direct supervision and will not contribute directly to assessable outcomes.

5) Record Keeping

- a) When any Controlled Assessment takes place, the teacher will complete a log of who is present and who are absent and record details of any unusual events. We will use a common form for the log. A copy of this log will be sent to the Examinations Officer within 1 day of the Controlled Assessment taking place.

6) Use of Computers

- a) The school recognises that access to computers by students can significantly improve the quality of what students produce. However, the school cannot make available computers for every student in every lesson where work on a Controlled Assessment might happen.
- b) Where a computer room is needed for Controlled Assessment we will have a centralised booking system which first of all tries to book the computer room in a slot where it is not being used already for a timetabled lesson. This booking system will be managed by Ryan Makinson (Network Manager). Controlled Assessments will be given a high priority.
- c) If a computer room is needed for a Controlled Assessment and there are no free time slots available, then negotiations on the best way forward will be managed by Stuart Cleary.
- d) In the summer term, once GCSE and A level exams have begun, a lot of computer rooms are freed up, and this would be a good time for Departments to plan to use Controlled Assessments that need a computer room.

- e) Where computers are needed for a Controlled Assessment which has to take place under “formal supervision”, there are key requirements on what should and should not be available on those computers. For this reason we will need to record at least one week in advance when a computer room is to be used for Controlled Assessments under “formal supervision”, so that the computers can be set up to comply with the instructions. Details must be sent to the Network Manager so that he can arrange the set up of the computers.

7) Sources

- a) Candidates will acknowledge sources in a standard format across all subjects. This format is as follows:
¹(Morrison, 2000, page 29) for a printed book <http://www.bbc.co.uk/schools/16/sosteacher/history/40766.shtml> for a web address. We will produce an exemplar document for use in school.

8) Re-working and re-sitting of Controlled Assessments

- a) Once a student has submitted a Controlled Assessment as their final piece of work, they will not be permitted to re-work it.

9) Candidates Needing Extra Time

- a) We still have to resolve the question of when any extra time might take place but consultations need to take place with the SENCO (Tanya Elsworth)

10) Security

- a) Departments must keep Controlled Assessments in a secure place within a staff area. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar cabinet. Where there is a practical need, secure storage may be defined as classrooms being locked from the end of one session to the start of the next. This alternative may be implemented on practical grounds given the nature of the assessment, the need to allow work to dry overnight, or the size or delicacy of some items of work.

11) Candidates Missing Assessments

- a) Where possible candidates who miss a Controlled Assessment should be given the opportunity to complete Controlled Assessments within a lesson later in the year. Where this is not possible the problem should be discussed with the Head of Departments.

12) Appeals Procedure.

- a) The school has a published Appeals Procedure which candidates or their parents can invoke if they are unhappy with any aspect of Controlled Assessment delivery within the school. Details of this Appeals Procedure will be published to all candidates and staff, by the Examinations Officer.

13) Preparing for Controlled Assessments.

- a) Students must receive at least 2 weeks advance notice of a Controlled Assessment.

14) Costs

- a) All costs of reproducing materials used in Controlled Assessments must be paid for from Departments budgets. Entry fees for Controlled Assessments will be paid for from the Exams budget.

15) Informing Students of the JCQ regulations relating to Controlled Assessment

- a) The Examinations Officer is responsible for ensuring that all students taking Controlled Assessments are provided with a personal copy of the ‘**Notice to Candidates GCSE: Controlled Assessment**’, before they begin their first Controlled Assessment.
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