

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **CONTROLLED ASSESSMENT POLICY**

#### **Context of Policy**

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment.

It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

#### **Key features:**

- Enables a more integrated approach to teaching and learning and assessment.
- Provides an increased facility to ensure that work is the student's own.
- Enables teachers to choose the timing of the Controlled Assessment.
- Enables teachers to select a choice of tasks and contextualise them.
- Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning.
- Usually takes place in the classroom, within the normal timetable.
- Features levels of control designed to maximise reliability and authenticity.

#### **Responsibilities**

##### **Deputy Head:**

- To be familiar with Joint Council for Qualifications (JCQ) Instructions for Conducting Controlled Assessment..
- To provide the subject teacher with the information, support and guidance they need in order that they can best support and maximise the performance of all students.
- To create a Controlled Assessment timetable and ensure that all stakeholders have access to it.
- To ensure that Departments have sufficient information and guidance to organise and manage their Controlled Assessments effectively.
- To create, publish and update an internal appeals policy for Controlled Assessments.
- To troubleshoot problems/issues as they arise.
- To report to the Head Teacher on the effective running of the Controlled Assessment process.

**Examinations Officer:**

- To be familiar with JCQ Instructions for Conducting Controlled Assessment and other related JCQ documents.
- To be familiar with general instructions relating to Controlled Assessment from each relevant GCSE awarding body.
- In collaboration with the subject teacher, to submit Controlled Assessment marks to the relevant awarding body.
- In collaboration with the subject teacher, dispatch students' assessments for moderation.
- In collaboration with the subject teacher, make appropriate arrangements for the security of Controlled Assessment materials.

In exceptional circumstances 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.

**Subject Teachers:**

- To be familiar with JCQ instructions for conducting Controlled Assessment.
- To understand and comply with specific instructions relating to Controlled Assessment for the relevant GCSE awarding body.
- To undertake appropriate departmental standardisation of Controlled Assessments.
- In collaboration with the Examinations Officer, to submit Controlled Assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of Controlled Assessment materials.
- To undertake Controlled Assessments in accordance with specific instructions from the relevant GCSE awarding body.
- To mark the Controlled Assessments and log the results in good time with the Deputy Head
- To take part in appropriate departmental standardisation of Controlled Assessments where possible.
- To make provision for SEN students.
- To ensure that all paperwork is completed on time.