



Reading Girls' School
Succeeding Together

Name of Policy	GCSE Controlled Assessment Policy
Scope of Policy	This policy applies to all GCSE candidates
Approved by	Principal
Date of Approval	December 2016
Review period	Three years
Review Date	December 2019

Introduction

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking. They have replaced coursework in new GCSE specifications.

Depending on the level of control defined within the specification, controlled assessments may take place in a normal timetabled lesson or other defined session under supervised conditions.

Roles

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.
- At the start of the academic year, through SLT links, begin co-ordinating with Heads of Department/ Faculty to schedule controlled assessments.
- 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 facilities (rooms, IT networks, time out of school etc.)
- Ensure that a Controlled Assessment Calendar is produced by the Exams Officer and circulated to all staff and that dates are included on the whole-school calendar.
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of Department/Faculty

- 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 contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply the exams office with the dates, times and venues of their controlled assessments
- Supply the exams office with details of all unit codes for controlled assessments.
- Ensure that a secure area is available to store candidates' work

- Liaise where necessary with the IT technicians to ensure controlled computer accounts are created which are able to be locked down when not in use.
- 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.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Plan alternative sessions for absent candidates
- Liaise with the Specialist teacher for Access Arrangements for any assistance required for the administration and management of access arrangements.

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.
- 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.
- Ensure candidates' work is stored 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.

Exams Officer

- Enter students for controlled assessment units before the deadline for final entries.
- Where confidential materials are directly received by the exams officer, be responsible for receipt then forward to Heads of Faculty/Department for secure storage.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets 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 SLT.

SENDCO

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

ANNEX A

Appeals against Internal Assessment of Work for External Examination Qualifications

Reading Girls' School is committed to ensuring that whenever teachers assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by teachers who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Where coursework is divided between teachers, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the grade submitted by the centre for moderation by the awarding body.

This procedure is available from the Examinations Office.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Reading Girls' School and is not covered by this procedure. If you have any concerns about it, please ask the Examinations Officer for a copy of the appeals procedure for the relevant awarding body.

Please note :

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the Examination series (i.e. the last GCSE written paper in the June GCSE Examination Series)
- Appeals should be made in writing by the student or parent/carer to the Examinations Officer who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.

- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the Examination code of practice of the QCA.
- The appellant will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

What if results are substantially different from what the school or you anticipate?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. If you feel there are serious grounds of concern about a result then the school can initiate an enquiry on your behalf with the appropriate board. Details of the procedures and the fees involved are available from the Examinations Officer and the process should be started as soon as possible after consultation with the Head of Faculty and subject leader concerned. It is advisable to obtain a copy of the script and mark scheme before proceeding to an EAR (Enquiry about the Result) which is very expensive. The final date for submission to the Board is September 20th for the summer examinations and 4 weeks after results for others.

Students must notify a senior member of staff of any concerns as soon as possible, preferably on Results Day in August.

Peter Kayes
Chair of Governors