



## **Outlining staff responsibilities – Controlled Assessment**

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### **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, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4.)
- 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 all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

### **Heads of faculty/subject**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that the correct percentage of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- 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.



- Supply to the exams office details of all unit codes for controlled assessments. Update the examinations officer of pupil entries, in writing (email).
- Ask the appropriate Additional Learning Needs Co-ordinator (ALNCo) 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* (2009).
- 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.
- Supply to the exams office details of all unit codes for controlled assessments. Update the examinations officer of pupil entries, in writing (email).
- 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). Inform the faculty leader of where the work is stored.
- Keep accurate records of attendance, communication with parents etc
- 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 Additional Learning Needs Co-ordinator (ALNCo) 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 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.
- Check the access arrangements list for pupils who are entitled to additional support\inform the Additional Learning Needs Co-ordinator (ALNCo) of the need for support and assistance required for the administration and management of access arrangements. This must be done at in the first half term of Key stage 4.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **Additional Learning Needs Co-ordinator (ALNCo)**

- Ensure identification and testing of those students who may be eligible for access arrangements.
- Collaborate with examinations officer to ensure that appropriate access arrangements are made for eligible students.
- Work with teaching staff to ensure requirements for support staff are met.

### **Controlled Assessment Forms**

Form 1: To be completed at the start of the academic year and subject to date change at the request of the Subject Leader.

Form 2: To be completed at the time of the assessment. N.B. All Controlled Assessments must be retained securely at the centre until after the enquiries about results deadline in respect of the series of submission.

Form 3: Consent form for pupils. If no proforma supplied by the examination board then please make sure you have every pupil to sign and date our form for each assessment.



**Controlled Assessment Application (Form 1)**

You should refer to your subject specification and the JCQ Instructions for Conducting Controlled Assessments.

Teacher in Charge:							
Subject:							
Unit code & Weighting:							
Classes:							
Register codes for all classes or list of pupils:							
Access Arrangements checked:				Y/N			
Planned Tasks							
Board Set Task		Electronic	Y/N	Other requirements		Time Limit	
		CD	Y/N				
		Printed Form	Y/N				
Centre Set Tasks		Y/N		Minimum Number of Assessments according to the specification			
Storage details of task assessment material and students' work.							
No.	Date & Time	Level of Control	Assessment Task. Must be current for year of submission.	Teaching Room	Arrangements Confirmed	Form 2 Sent	Form 2 Returned
1							
2							
3							
4							
5							
6							



**Record of Controlled Assessment (Form 2)**

<b>Details</b>	<b>Please Complete</b>	√
Date of Assessment		
Name of supervisor/s		
List of attendees/absentees attached		
Names of students who have Access Arrangements/or identified in list		
Start time		
Finish time		
Duration		
Relevant display material removed/covered	Y/N	
Details of permitted resources		
Computer/memory stick/mobile phones checked. Electronic storage checked.	Y/N	
Presentation:  Written – Black Ink      Y/N Word Processed          Y/N	Other: Printouts/copies/charts/artefacts/photos/letters/videos recording or transcripts of interviews/witness statements from supervising teachers to record what a candidate has demonstrated:  Details:	
Consent form given to students for this assessment.	If video/photographs/images are being used informed consent from parents/carers/guardians MUST be obtained (Subject Leaders).	
Record of help and guidance attached. Student diaries completed if required.	Y/N	
Record of incidents attached.	Y/N	
Exams Officer notified if any applications for Special consideration required.	Y/N	
Candidate authentication forms completed.	Y/N	
Centre declaration completed.	Y/N	
Deadline for submission to the moderator.		
Deadline for submission of marks to the Awarding Body.		

**Faculty:** ..... **Signed:** .....

*Mr.C.Whitney, Examinations Officer  
Updated – October 2021*



**Candidate Authentication Form – Controlled Assessments**

The work you submit for assessment must be your own.

If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from a least the subject concerned.

Name: ..... Candidate No: .....

Subject: ..... Unit Code: .....

Assessment Task: .....

.....

Date: ..... Time: .....

**Declaration by Candidate**

I have read and understood the Notice to Candidates. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

**Candidate’s Signature:** ..... **Date:** .....

**Declaration by Teacher**

I confirm that:

- The candidate’s work was conducted under the conditions laid out by the specification;
- I have authenticated the candidate’s work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

**Teacher’s Name:** .....

**Teacher’s Signature:** ..... **Date:** .....