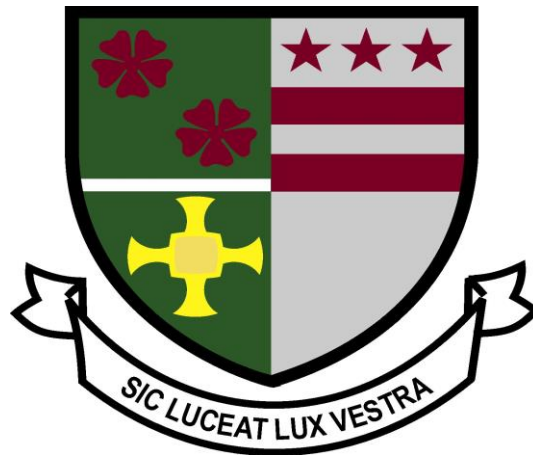


**St. Robert of Newminster Catholic School
and
Sixth Form College**



Managing Controlled Assessment Policy
(In line with the School Equality Scheme)

2015-2016

Our Vision

All individuals are children of God, created equally in his image to share an eternal future. We promise to play our full part in their education and formation.

Our Mission

We strive to meet the academic, moral, physical, social and spiritual needs of all pupils so that they may take their place as caring, committed, aware and self-confident adult members of society.

Our School Aims

In striving to create the school climate, which will nurture this mission, the school aims:

1. To offer to all students a broad, balanced, appropriate, relevant and flexible curriculum.
2. To develop as an integral part of the local community and in particular the local Catholic community; to develop and maintain the partnership between school and parents, parishes, primary schools and the wider community.
3. To develop as a worshipping community with students, parents, staff and governors following the example of Christ in their daily work and relationships; treat one another with justice, dignity, tolerance and respect and being aware of and responding to each other's needs, hopes and aspirations.
4. To provide and maintain an attractive, happy, secure, safe and healthy school environment.

Outlining staff responsibilities

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 stages 4 & 5).
- 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 department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- Supply to the exams office details of all unit codes for controlled and external assessments.

- Ensure that at least 40% 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.
- 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.
- Ensure that all entry deadlines for each session are met for their subject.
- 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 contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensure that candidates' work is retained securely between assessment sessions (if more than one).
- Where appropriate, (e.g. Media, Music, Languages) provide technical equipment for external assessments.

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.
- 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).
- 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 special educational needs coordinator (SENCO) 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. **All entries to be checked (via paper copies) and approved by SL's.**
- 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. Exam office to keep record of materials received. All external assessment materials are to be secure before and after exams. Other secure materials for controlled assessments (such as CD's etc) to be signed out and back by appropriate staff and kept secure overnight.
- Download and distribute marksheets (and estimated grade sheets where applicable) for teaching staff to complete. These are to be returned to awarding bodies before deadlines. Copies to be made and filed of all completed marksheets before returning to awarding bodies.
- Additional equipment (such as laptops or scribes) to be provided for candidates with special arrangements.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out and suitable supervisor, at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Exam Office and SENCO to coordinate to ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Work with exam office to ensure requirements for candidates with special arrangements (such as scribe) are met.

Link Governor:

Policy Review

Chair of Governors _____ Rev Fr. A. Cornforth

Head teacher.....Mr D. Juric

Next Review: November 2016