



WOLGARSTON HIGH SCHOOL
Staffordshire



Controlled Assessment

(GCSE)

A Statement of Policy

Agreed at Full Governing Body Meeting July 2017

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Statutory:	No

Amendments

2017 – WH, CC



GCSE controlled assessments policy

Purpose

This policy examines potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

**Risks and issues****Remedial action****Staff****Forward planning****Action****Timetabling**

Controlled assessment schedule clashes with other activities

Plan/establish priorities well ahead (e.g. at the start of the academic year)

Plan dates in consultation with school calendar – negotiate with other parties

Exams Officer / DoL / SLT

Too many controlled assessments close together across GCSE subjects

Plan controlled assessments so they are spaced over the duration of the course

Space controlled assessments to allow candidates sometime between them

Exams Officer / DoL / SLT

Accommodation

Insufficient space in classrooms for candidates

Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments

Use more than one classroom or multiple sittings where necessary

Exams Officer

Insufficient facilities for all candidates

Careful planning ahead and booking of rooms / centre facilities

Exams Officer

**Risks and issues****Remedial action****Staff****Forward planning****Action****Downloading awarding body set tasks**

IT system unavailable on day of assessment

Download tasks well ahead of scheduled assessment date in all cases

Book IT equipment well ahead and download tasks before scheduled date of assessment

Exams Officer / DoL / Subject Leaders / IT Technicians

Teaching staff unable to access task details

Test secure access rights ahead of controlled assessment schedule every year and every session

Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule

Exams Officer / DoL / Subject Leaders / IT Technicians

Loss of task details in transmission

Download tasks well ahead of scheduled assessment date

Contact awarding body and ask for replacement task; download again

Exams Officer / DoL / IT Technicians

Absent candidates

Candidates absent for all or part of assessment (various reasons)

Plan alternative session(s) for candidates

Exams Officer / DoL / Subject Leaders

**Risks and issues****Remedial action****Staff****Forward planning****Action****Control levels for task taking**

The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)

Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required

Seek guidance from the awarding body

Exams Officer / DoL / Subject Leaders

Supervision

Student study diary/plan not provided or completed*

Ensure teaching staff are aware of the need for study diary/plans to be completed early in course

Ensure candidates start, continue and complete study diary/plans that are signed after every session

DoL / SLT / Subject Leaders

Teaching staff do not understand that the supervision of controlled assessments is their responsibility

Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments


DoL / SLT / Subject Leaders

A suitable supervisor has not been arranged for an assessment where teaching staff are **not** supervising

A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification

Exams Officer

* Not all GCSE controlled assessments will require the completion of a study diary or study plans

 Risks and issues	Remedial action		Staff
	Forward planning	Action	
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	DoL / SLT / Subject Leaders
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	DoL / SLT / Subject Leaders
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	DoL / SLT / Subject Leaders / Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	DoL / SLT / Subject Leaders / Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	DoL / SLT / Subject Leaders / Exams Officer

** All tasks whether set by the awarding body or the centre **must** be developed in line with the requirements of the specification.

**Risks and issues****Remedial action****Staff****Forward planning****Action****Deadlines**

Deadlines not met by candidates

Ensure all candidates are briefed on deadlines and the penalties for not meeting them

Mark what candidates have produced by the deadline
Seek guidance from awarding body on further action

DoL / SLT / Subject Leaders / Exams Officer

Deadlines for marking and/or paperwork not met by teaching staff

Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)

Seek guidance from awarding body

DoL / SLT / Subject Leaders

Authentication

Candidate fails to sign authentication form

Ensure all candidates have authentication forms to sign
Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking

Find candidate and ensure authentication form is signed

DoL / Subject Leaders / Exams Officer

Teaching staff fail to complete authentication forms or leave before completing the authentication process

Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature

Return the authentication form to the teacher for signature
Ensure authentication forms are signed as work is marked

DoL / Subject Leaders / Exams Officer

**Risks and issues****Remedial action****Staff****Forward planning****Action****Marking**

Teaching staff interpret marking descriptions incorrectly

Ensure appropriate training and practicing of marking
Plan for sampling of marking during the practice phase

Arrange for re-marking
Consult the awarding body's specification for appropriate procedures

DoL / Subject Leaders / SLT

Centre does not run the standardisation activity as required by the awarding body

Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted

Check with the awarding body whether a later standardisation event can be arranged

Exams Officer