



Controlled Assessment Policy

Context of Policy:

Controlled Assessment replaces coursework for many new GCSEs. This is designed to ensure that specification content meets the aims of the revised secondary curriculum.

Key features:

- Enables a more integrated approach to teaching and learning and assessment
- Provides an increased facility to ensure that work is the pupil's own
- Enables teachers to choose the timing of the Controlled Assessment
- Enables teachers to select from 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

Process of Controlled Assessment:

The process has 3 stages

1. Task Setting
2. Task Taking
3. Task Marking

Task Setting:

Tasks are set either by the awarding body (High control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.

Task Taking:

Three levels of control apply:

1. Low Control – Pupils can work unsupervised outside the classroom. This is normally the research stage
2. Medium Control – Pupils can work under informal supervision. This is normally the analysis stage.
3. High Control – Pupils complete their task under direct supervision throughout. This is the write up stage.

Task Marking:

Task marking has either a High or Medium Control level. High Control means that the awarding body marks the tasks. Medium Control is where work is assessed by the teacher and externally moderated by the awarding body in the same way as coursework.

Responsibility of staff in the implementation of the Controlled Assessment Policy:

1. It is the responsibility of each Subject Co-ordinator to obtain the Controlled Assessment task details from the exam boards.

2. The Subject Co-ordinator should choose the most appropriate time for the Controlled Assessment to take place.
3. The Controlled Assessment may take place during timetabled class time. Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when High Level Controlled Assessment is taking place.
4. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that pupils are under exam conditions.
5. Each pupil is to keep a note of the guidance and feedback received from their teacher. The notes should also contain a record of the research and planning stage containing diagrams, essay plans and bibliography.
6. All assessment materials must be locked in a suitable secure cabinet at the end of each session.
7. Separate user accounts for exam use must be used for High Control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 6 above.
8. If a pupil is absent, the teacher must allow that pupil the chance to make up the time if necessary.
9. For long absences, special consideration should be applied for.
10. Entries for Controlled Assessment must be made at the appropriate time.
11. Attendance records from assessment sessions should be kept by the class teacher.
12. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
13. Where the specification permits pupils to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
14. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in school if more than one teacher is involved in the assessing.
15. If suspected malpractice occurs, the Exams Officer must be informed.
16. If a pupil's work is lost within the school, this must be reported to the exam board. Authentication forms must be signed by the teachers and candidates.
17. Access arrangements do apply to Controlled Assessment.
18. The assessment marks must be submitted to the exam board by the appropriate date.
19. Candidates' work must be securely stored as in 6 above until all results have been verified.
20. Re-sits of Controlled Assessment may be allowed in the next exam session. After the results are published it may be possible to request a re-moderation of the work.