



## Controlled Assessments Policy

Policy Date: July 2016

Policy Review Date: July 2017

### **Roles and Responsibilities**

Senior Leadership Team – Assistant Principal with responsibility for Curriculum, Examinations and Timetable

- Accountable for the safe and secure conduct of controlled assessments and compliance with JCQ guidelines.
- Ensure controlled assessments are spread throughout the year.
- Ensure all staff have a calendar of events and published on the Academy calendar on the website.

### **Directors of Learning/Subject Co-ordinators**

- Standardise marking of all teachers internally via Moderation Meetings.
- Ensure all teachers understand their responsibilities with regard to controlled assessment.
- Ensure all teachers understand the requirements of the awarding body.
- Supply to the Examinations Office details of all unit codes for controlled assessments.
- Supply confidential materials/tasks set by awarding bodies in sufficient time for staff to prepare students for assessments and ensure such materials are stored securely.
- Ensure students and supervising teachers sign authentication forms on completion of an assessment.
- Retain candidates' work securely between assessment sessions.

- Post-completion, retain candidates' work securely until closing date for enquiries about results or until the outcome of any enquiry or subsequent appeal.
- Ask SENCO for any assistance in the management and administration of access requirements.

### **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication  
*Instruction for conducting controlled assessments.*
- Understand and comply with the awarding body specification for conducting controlled assessments.
- Supervise assessment at the specified level of control.

### **Examinations Officer**

- Enter students for units before the deadline for final entries.
- Enter students' cash-in-codes for the terminal examination series.
- To be responsible for the receipt, safe storage and safe transmission of confidential materials.
- Download and distribute mark sheets for teaching staff to use and collect and send mark sheets to awarding bodies before deadlines.
- On occasions where controlled assessment cannot be conducted in the classroom, to arrange suitable accommodation, at the direction of SLT.
- To co-ordinate access arrangements with the Access Arrangements Co-ordinator..

### **SENCO**

To ensure exam access arrangements are in place through line management of the Access Arrangements Co-ordinator.

### **Access Arrangements Co-ordinator**

- Ensure access arrangements have been applied for.
- Ensure that access arrangements are valid (in date).
- Work with teaching staff to make sure requirements for support staff are met.
- To co-ordinate access arrangements with the Examinations Officer.

Appendix: Risk Assessment for Controlled Assessment