



the **ST LAWRENCE** academy

Outlining staff responsibilities – Controlled Assessments

Within the academy we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can find expression, be nourished and developed.

The academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

To identify staff responsibilities in planning and managing controlled assessments.

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 Subject Leaders 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 academy etc.)
- Ensure that all staff involved have a calendar of events/exams timetable.
- Create, publish and update an internal appeals policy for controlled assessments.

Subject Leaders

- Decide on the awarding body and specification for a particular GCSE/BTEC/other qualification.
- Standardise internally the marking of all staff involved in assessing an internally assessed component.
- Ensure that individual staff understand their responsibilities with regard to controlled assessment.
- Ensure that individual staff 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.

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.
- Supply to the Exams Office details of all unit codes for controlled assessments.
- 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 staff 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 Officer to the awarding body when required, keeping a record of the marks awarded and adhering to deadlines given.
- Retain candidates' work securely between assessment sessions (if more than one).
- Organise the sending of any work to the moderator, using the Subject admin and informing the Exams Officer.
- 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 officer

- 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 appropriate.
- 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 mark sheets for teaching staff to use, and collect and send marks to awarding bodies before deadlines.
- 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.
- Oversee the subject admin in the sending of any work to the moderator, keeping a record of work sent by them.

Special educational needs coordinator

- Ensure access arrangements have been applied for.
- Work with staff to ensure requirements for support are met.

Review

In order to ensure that it reflects current best practice, this policy will be reviewed every year.

The next review date is: September 2015