



Carshalton High School for Girls

Coursework, Controlled Assessment, Non-Examination Assessment and Risk Management Policy

Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments and non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- In preparation of the assessment calendar co-ordinate with heads of department/subject to schedule controlled assessments. Ensure there are no clashes and facilities are available.
- Ensure that all staff involved have a calendar of events .
- Update an internal appeals policy for coursework/controlled assessments/non-examination assessments and ensure it is available.
- Head of Centre provides a signed declaration as part of the National Centre Number Register Annual Update or a separate form as designated by the different awarding bodies confirming that all reasonable steps have been or will be taken to ensure that candidates at the Centre have had, or will have, the opportunity to take the Spoken Language endorsement.

Curriculum Leaders (CL)

- Decide on the awarding body and specification for a particular GCE/GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to coursework/controlled assessment/ non-examination 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.
- Ensure members of their department understand their responsibilities as shown below.
- 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.
- Supply to the exams office details of all unit codes for coursework/controlled assessments/ non-examination 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.
- 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.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting coursework/controlled assessments* and *Instructions for conducting non-examination assessments (new GCE & GCSE specifications)*.

- Understand and comply with the awarding body specification for conducting coursework/controlled assessments/non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- 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).
- Follows the required task setting and task taking instructions for the Non-Examination Assessments.
- Assesses candidates, either live or from recordings, using the common assessment criteria for the Spoken Language endorsement.
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes.
- Follows the awarding body's instructions for the submission of grades (Pass, Merit, Distinction or Not Classified) and the storage and submission of recordings.
- Ask the SENCO for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Enter students for individual units and "cash in" codes, whether assessed by coursework, controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD, USB or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets 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.

Head of Student Support

- Ensures access arrangements have been applied for.
- Works with teaching staff to ensure requirements for support staff are met.

Risk Management

Risks and Issues	Forward planning	Action	Staff
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	RSL – KS4
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	CL told to move assessments to at least allow candidates sometime between assessments.	RSL – KS4
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary. Book rooms using school booking system	RSL – KS4 Cover
Downloading Awarding Bodies 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	Class Teacher IT Support
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Exam officer

Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Implement alternative sessions	Class teacher/ CL
Control Levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Class Teacher/CL
Supervision			
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision	CPD as part of Department Development Plan	SLT mentors/CL
Suitable supervision has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable invigilator must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.	Use Support staff in an emergency.	Exam Officer
Task Setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification	Seek guidance from the awarding body. CPD for staff	SLT / CL
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body CPD for staff	Exam Officer/SLT/CL

Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	EO/CL
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Negotiate between EO and CL to determine where the work should be stored.	Class teacher
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	See CL to find alternative storage.
Access and storage of electronic controlled assessments	Each student is allocated an individual controlled assessment account. Only open for access during lessons.	CL needs to provide IT support with dates and times access is required.	CL Head of IT Support
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced and seek guidance from awarding body on further action.	CL and Exam Officer
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body.	Exam Officer and linked SLT

Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attached to work before they are handed in.	Find candidate and ensure form is signed.	Class teacher
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature.	Exam Officer and link SLT
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Consult awarding body specification for appropriate procedure.	CL to lead department. Exam officer
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	Exam Officer CL
Appeals			
Candidates appeal after the deadline	Outline is given with exam entries and full information is available on the website.	Consult school policy on Internal Appeals. Check with the awarding body.	Exam Officer CL