

## Controlled Assessment Policy

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Author	Vice Principal Information and Learning Resources
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Person Responsible	Vice Principal Information and Learning Resources
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Frequency of Review*	36 months

*\* Policies will be reviewed more frequently if legal changes or good practice require*

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June 2014	ADT&L	Title changes
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### Related policies/documents:

JCQ Instructions for conducting controlled assessments

## **1. Introduction**

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking.

Controlled assessment measures subject specific skills that may not necessarily be tested by external assessment.

Depending on the level of control defined within the specification, controlled assessments may take place for example:

- 1.1. in a normal timetabled lesson or other defined session under supervised conditions;
- 1.2. entirely within the centre under supervision with controlled access to resources; or
- 1.3. outside the centre and involve research with limited supervision.

Controlled assessments may take place at any time during the course. However, the College must ensure that the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

At North Kent College ("the College"), responsibilities for controlled assessment are as follows:

## **2. Senior Leadership Team**

- 2.1. Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- 2.2. Create, publish and update an internal Student Assessment Appeals Policy which includes controlled assessments.

## **3. Heads of Curriculum**

- 3.1. Determine the awarding body and specification appropriate for a particular course.
- 3.2. Ensure that overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the course assessment requirements, in accordance with the awarding body specification.
- 3.3. Ensure internal standardisation of the marking of all staff involved in assessing an internally assessed component through a verification process as appropriate to the relevant awarding body.

- 3.4. Ensure that individual members of staff understand their responsibilities with regard to controlled assessment.
- 3.5. Ensure that individual members of staff understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
- 3.6. 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.

#### **4. Teaching and Assessing Staff**

- 4.1. Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- 4.2. 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.
- 4.3. Supply to the MIS central team, details of all unit codes for controlled assessments, a minimum of 10 working days before relevant awarding body deadline, where applicable. Requests should be made to the MIS helpdesk on StaffNet.
- 4.4. 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 in accordance with the regulations.
- 4.5. Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows, in accordance with the regulations.
- 4.6. Ensure that students and supervising staff sign authentication forms on completion of an assessment.
- 4.7. Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks, liaising with the MIS helpdesk, ensuring the awarding body receive them as and when required, keeping a record of the marks awarded.
- 4.8. Retain candidates' work securely between assessment sessions (if more than one), in accordance with the awarding body regulations.
- 4.9. Post-completion, ensure candidates' work is retained securely until the closing date for enquiries about results. In the event that an enquiry is submitted, ensure candidates' work is retained securely until the

outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

- 4.10. Ensure any assistance required for the administration and management of access arrangements is managed appropriately by communicating effectively with the ALS team.

## **5. MIS Staff**

- 5.1. Enter notified students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries. All entries received by MIS deadline will be processed before the deadline for final entries.
- 5.2. Enter students' "cash-in" codes for the terminal exam series.
- 5.3. Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- 5.4. Distribute mark sheets as appropriate for teaching and assessing staff to use and collect and send mark sheets to awarding bodies before deadlines.
- 5.5. On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out.

## **6. Additional Learning Support Staff**

- 6.1. Liaise with MIS office to ensure access arrangements have been applied for.
- 6.2. Work with teaching staff to ensure requirements for support are met.