

# RAVENSWOOD SCHOOL MANAGEMENT OF CONTROLLED ASSESSMENT



## Objectives

Ravenswood School fully recognises its responsibilities for controlled assessments as part of the Entry Level/GCSE/Functional Skills/A- Level specifications, to ensure that the planning and management of the assessments are conducted efficiently and in the best interests of the candidates.

Ravenswood School recognises the need to supply clear guidelines for all relevant staff. It is the responsibility of everyone involved in the centre's examination process to read, understand and implement this policy.

## Roles and Responsibilities

### 1. Senior Leadership Team.

- Are 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 teachers of subject and hub leader 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.
- Resolve clashes/ problems over the timing or operation of controlled assessments.
- Resolve issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Decide on the awarding body and specification for a particular A- Level/Functional Skills /GCSE/Entry Level Qualification.
- All assessment (controlled and/or external assessment) must be taken in the exam series in which the qualification is certificated.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled 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 that any potential conflicts of interest e.g. relation to a pupil is identified and addressed to ensure fairness for all.
- Ensure that teachers are aware of the Access to Fair Assessment Policy and that they inform students and parents.
- 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.
- 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
- Ensure pupils are assessed as required for access arrangements.

# RAVENSWOOD SCHOOL

## MANAGEMENT OF CONTROLLED ASSESSMENT



- Determine if the school supports a results enquiry and proceed accordingly, paying charges for the enquiry.
- If parents request a results enquiry and school does not think appropriate then parents will be expected to pay for the enquiry.

### 2. Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.  
[Instructions NEA 23-24 Dec23revision Final.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/resources/instructions-nea-23-24-dec23revision-final.pdf)
- Explain the requirements and rules to students taking 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 Officer 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 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).

### 3. 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.
- 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
- 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 marksheets for teaching staff to use, and collect and input marks on awarding bodies' secure websites 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.
- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

# RAVENSWOOD SCHOOL MANAGEMENT OF CONTROLLED ASSESSMENT



## History of Document

| Issue No. | Author | Date Reviewed | Approved by                   | Comments   |
|-----------|--------|---------------|-------------------------------|--|
| 1.        | JN     | January 2014  | Pupil Committee<br>30/1/2014  | Links to Guidance from JCQ   |
| 2.        | School | April 2015    | Pupil Committee<br>6/5/15     | Clarification around applying for results enquiries and storing completed work   |
| 3.        | School | January 2016  | Pupil Committee<br>20/1/16    | Links updated  |
| 4.        | School | January 2017  | Pupil Committee<br>25/1/17    | Links updated<br>Use of online mark input system added   |
| 5.        | School | January 2018  | Pupil Committee<br>24/01/18   | Review date Jan 2019   |
| 6.        | School | January 2019  | Pupil Committee<br>30/01/19   | Review date Jan 2020   |
| 7.        | School | January 2020  | Pupil Committee<br>29/01/2020 |  |
| 7.        | School | January 2021  | Pupil Committee<br>27.01.2021 | Updated website links- currently awaiting if lockdown will result in any further changes- exams for 2021 currently under consultation. |
| 8.        | School | January 2022  | Pupil Committee<br>Jan 22     | Updated Website links and made explicit reference to A levels  |
| 9.        | KB     | January 2023  | Pupil committee<br>25.01.23   | Added reference to functional skills and updated website link, added reference to any conflict of interests                            |
| 10.       | School | January 24    | 24.01.24                      | No changes. Review date Jan 2025   |