



## Controlled Assessment Policy – Okehampton College

This policy was adopted by the Dartmoor Federation Policy Review Committee on  
28 January 2013

And reviewed by the Governor Teaching & Learning Challenge Group on  
10 March 2017 and 11 May 2018

*This Policy should be viewed alongside Examinations Policy and Policy for Assessment Decisions at GCSE, GCE and BTEC*

Controlled assessments have been introduced to address concerns about the extent to which the work produced by pupils was actually theirs. The general principle behind controlled assessments is that independent research and preparation can take place out of lessons but the actual writing of the coursework must be done under strict supervision.

The aims of this policy are as follows:

- To ensure that pupils/students are given the support they need to maximise the opportunity to achieve.
- To ensure that controlled assessments are well organised/managed so that they run smoothly without problems.
- To ensure that departments are given sufficient support to manage the controlled assessment process.

In order that we conform to national and exam board regulations with regard to controlled assignments it is vital that we have a co-ordinated approach which is as follows:

1. The designated controlled assessment co-ordinator within Okehampton College is the Exams Officer, who will report directly to the Head of Secondary Education.
2. All members of staff involved in Controlled Assessment should be familiar with the College controlled assessment risk management document.
3. It is the responsibility of each Head of Faculty (HoF) to obtain the controlled assessment task details from the exam boards and to ensure that respective teachers understand their responsibilities as per the JCQ (Joint Council for Qualifications) Publication ‘Instructions for conducting controlled assessments’

4. The Head of Faculty should choose the most appropriate time for the controlled assessment to take place inline with any controlled assessment designated window specified by the exam board. To co-ordinate dates with the exams office and a calendar of controlled assessments will be produced by October half term.
5. The Controlled Assessment may take place during timetabled class time.
6. Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required.
7. The Examinations Officer should be notified when high level controlled assessment is taking place and assist where necessary.
8. Relevant display materials must be removed or covered up.
9. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
10. Head of Faculty must ensure that all other requirements of controlled assessment, specific to the exam board and subject specifications, are adhered to.
11. Students should note the guidance and feedback received from their teacher in a diary or folder. They should also use the diary or folder to make a record of the research and planning stage of their controlled assessment including notes, diagrams, essay plans and bibliography.
12. All assessment materials must be locked in a suitable secure cabinet at the end of each session.
13. Where students are undertaking high control level work using ICT, the Head of Faculty must ensure, (through arrangement with ICT technical support) that there is no access to internet or e-mail and work to be assessed is only accessible by students during the controlled sessions.
14. High control work undertaken using ICT must be saved on a memory stick which must be collected in after each session and locked away in a suitable secure cabinet.
15. If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
16. Where a student has a long period of absence, special consideration should be applied for.
17. Entries for controlled assessment must be made at the appropriate time.

18. Class teachers should keep attendance records from all assessment sessions.
19. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
20. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
21. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
22. The Examinations Officer must be informed where malpractice is suspected.
23. The Exam Board must be informed if a student's work is lost within the school.
24. Authentication forms must be signed by the teachers and candidates.
25. Access arrangements do apply to Controlled Assessment. Students entitled to access arrangements are collated on a spreadsheet which is on the staff drive and is also communicated to HoFs. It is HoFs responsibility to liaise with the Exams Office when the Controlled Assessment is taking place so that scribes, readers etc can be arranged and to organise rooming to accommodate access arrangements.
26. The assessment marks must be submitted to the exam board by the appropriate date.
27. Candidates' work must be securely stored until all results have been verified.
28. Re-sits of Controlled Assessment may be allowed in the next exam session.
29. After the results are published it may be possible to request a re-moderation of the work.
30. Any appeals that arise will be addressed through the College Controlled Assessments Internal Appeals Policy.