



## **New Forest Small School** **NON-EXAMINED ASSESSMENT POLICY**

Member of Staff Responsible	Headteacher
Regularity of Review	2 yearly

### **Process of Controlled Assessment**

The process has three stages – task setting, task taking and task marking.

Tasks are either set by the awarding body (High control) or by the Centre (Medium Control) and, in both cases, must be developed according to the requirements of the specification.

### **Three levels of control apply to task taking:**

Low control involves students working unsupervised outside the classroom – this is usually the research stage.

Medium control involves students working under informal supervision – this is usually the analysis stage.

High control involves completing the task under formal supervision whereby students are in direct sight of the teacher/supervisor at all times and may not communicate with each other – this is the write up stage.

### **Two levels of control apply to task marking:**

High control means that the awarding body marks the tasks.

Medium control means that work is marked by the teacher and externally moderated by the awarding body in the same way as coursework. Centres must standardise marking for each specification.

### **Roles and Responsibilities**

The Head Teachers will ensure that each Subject carries out non-examined assessed, controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ).

The Head Teachers will coordinate the scheduling of controlled assessments at centre level, ensuring all staff, students and parents have timely access to a calendar of events. Map overall resource management requirements for the year, resolving any clashes over the timing or operation of controlled assessments.

### **Subject Leaders will:**

- ensure that all controlled assessments are suitably incorporated into schemes of work
- ensure that a minimum of 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated
- ensure that all marking is standardised

- monitor the safe and secure conduct of controlled assessment in their area and compliance with JCQ guidelines and awarding bodies' subject-specific instructions
- ensure individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction
- ensure that there is a clear policy in the Subject handbook on the carrying out of controlled assessment and that appropriate staff training takes place on an annual basis
- ensure that all confidential materials, together with the work produced by the candidates, are stored securely at all times. (Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar)
- ensure that the SENCO is informed about any assistance required for the administration and management of access arrangements
- ensure that In the case of formal supervision (high level of control) candidates do not have access to email, the internet, mobile phones or any other electronic devices
- ensure that where photographs or images of the candidates are to be included as part of the controlled assessment, consent is obtained from parents or carers
- ensure that a record is kept which contains the date and time of each assessment together with its title, the name of the supervising teacher, a list of candidates who were present during the assessment and any absentees and a log of any incidents which occurred during the assessment
- ensure that contingency arrangements are in place in the event that a planned assessment cannot take place for some or all of the candidates
- make periodic reports to their line managers and the Exams Officer to enable them to monitor the operation of controlled assessments

**Teaching staff will:**

- comply with the general guidelines contained in the JCQ publication "Instructions for conducting controlled assessments"
- 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
- obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times
- supervise assessments at the specified level of control and 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 to the Exams Officer at the date required, keeping a record of the marks awarded
- retain candidates' work securely between assessment sessions
- 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

**The Exams Officer will**

- distribute once a year the most recent copy of the JCQ publication 'Instructions for conducting controlled assessments' to subject leaders and other stakeholders
- distribute once a year the JCQ 'Notice to Candidates' on controlled assessments to KS4 students
- enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- monitor adherence to the 40% terminal assessment rule
- take responsibility for receipt, safe storage and safe transmission of controlled assessment materials, whether in CD, digital or hard copy format
- distribute mark sheets for teaching staff to use, collect and send mark sheets to awarding bodies before deadlines
- receive periodic reports from subject leaders on the arrangements for controlled assessments

**The SENCO will**

- ensure access arrangements have been applied for and are being implemented
- liaise with teaching staff to meet requirements for LSA support