



# Controlled & Non-Examination Assessment Policy

Reviewed on 28 February 2022

To be reviewed: Annually

**Definition**

Controlled Assessment is a form of internal assessment for legacy examinations, Non-Examination Assessment is a form of internal assessment for reformed GCSE qualifications. They are the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers. Controlled/Non-examination Assessment applies control over internal assessment at three points: Task setting, task taking and task marking.

**Responsibilities**Head of Centre:

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment.
- Responsible to relevant GCSE awarding bodies to ensure that all Controlled/Non-Examination Assessments are conducted according to qualification specifications.

Examinations Officer:

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment.
- To submit Controlled/Non-Examination Assessment marks to the relevant awarding body via EDI.
- To dispatch students' assessments for moderation.

Head of Department:

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment.
- To understand and comply with specific instructions relating to Controlled/Non-Examination Assessment for the relevant awarding body.
- Ensure that individual teachers understand their responsibilities with regards to Controlled/Non-Examination Assessment.
- Ensure that they use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications.
- To obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessments and ensure that such materials are stored securely at all times.
- To undertake appropriate departmental standardisation of Controlled/Non-Examination Assessment.
- Make appropriate arrangements for the security of Controlled/Non-Examination Assessment materials.
- To submit Controlled/Non-Examination Assessment marks where permitted via the relevant awarding bodies own intranet site.

Subject Teachers:

- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specifications allow.
- Ensure that students and supervising teacher(s) sign authentication forms on

completion of an assessment.

- Mark internally assessed components using the mark schemes provided by the awarding body. Via the Head of Department, submit marks when required, keeping a record of the marks awarded.
- Where assessments are marked internally, teachers must disclose marks to individual students 3 weeks prior to the submission deadline to allow for an internal review of marking to be provided, should the student disagree with the marks. It must be made clear that the moderation process the awarding body carries out may result in changes to marks. They should NOT attempt to convert marks to grades in advance of the publication of results.
- Take part in appropriate departmental standardisation of Controlled/Non-Examination Assessment.
- Retain candidates' work securely between assessment sessions.
- 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.
- Ask the SENCO for any assistance required for the administration and management of access arrangements.

## **Task Setting**

In accordance with specific awarding body guidelines, Head of Departments will be responsible for the selection of Controlled/Non-Examination Assessment tasks from an approved list or for setting appropriate Centre specific tasks.

Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

## **Task taking**

Unless the awarding body's specification says otherwise, the following arrangements will apply. In accordance with JCQ regulations, invigilators and JCQ *No Mobile Phone & Warning to Candidates* posters are NOT required.

Teachers will ensure there is sufficient supervision to ensure that work can be authenticated as the candidate's own work. They will ensure they keep a record of each candidate's contribution in group work, where applicable. Teachers will also ensure candidates understand the need to reference work, give guidance on how to do this and make sure they are aware that they must not plagiarise other material.

Teachers can provide candidates with general feedback and allow candidates to revise and redraft work but must not provide model answers or writing frames specific to the task not assess the work and then allow it to be revised. Any assistance given must be recorded and taken into account when marking the work. Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes malpractice.

## **Authentication**

Candidates and teachers must sign the appropriate authentication declarations and these must be kept on file until the deadline for enquiry about results has passed.

## **Task Marking**

Teachers are responsible for marking work in accordance with the marking criteria.

Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the Centre.

Centers must ensure that the internal standardisation of marks across assessors and teaching groups takes place. They should retain evidence of internal standardisation.

## **Enquiries about results**

Internally assessed component results cannot be reviewed individually. A review of moderation of the cohort is possible but only if an adjustment was made to the Centre's marks by the awarding body.

## **Factors affecting individual candidate**

If a candidate misses part of a non-examination assessment task through absence, an alternative supervision session will be organised.

# **GCSE CONTROLLED/ NON-EXAMINATION ASSESSMENT POLICY**

## **Definition**

Controlled/Non-Examination Assessment encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their examination specification. Controlled/Non-Examination Assessment applies control over internal assessment at three points:

## **Task setting; task taking and task marking.**

Three levels of control apply – high, medium and low.

## **Responsibilities**

### **Head of Centre:**

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting Controlled/Non-Examination Assessment.
- Responsible to relevant awarding bodies to ensure that all Controlled/Non-Examination Assessment are conducted according to qualification specifications.

### **Examinations Officer:**

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment and other related JCQ documents.

- To be familiar with general instructions relating to Controlled/Non-Examination Assessment from each relevant awarding body.
- In collaboration with Head of Department/Subject Teachers, to submit Controlled/Non-Examination Assessment marks to the relevant awarding body via EDI.
- In collaboration with Head of Department/Subject Teachers, dispatch students' assessments for moderation.

### **Head of Department**

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment.
- To understand and comply with specific instructions relating to Controlled/Non-Examination Assessment for the relevant awarding body.
- To undertake appropriate departmental standardisation of Controlled/Non-Examination Assessment.
- In collaboration with the Examinations Officer, to submit Controlled/Non-Examination Assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation.
- Make appropriate arrangements for the security of Controlled/Non-Examination Assessment materials.

### **SENCO:**

- To be familiar with JCQ instructions for conducting Controlled/Non-Examination Assessment with reference to special access arrangements.
- Co-ordinate requests for special access arrangements.

### **Subject Teachers:**

- To undertake Controlled/Non-Examination Assessment in accordance with specific instructions from the relevant awarding body.
- To take part in appropriate departmental standardisation of Controlled/Non-Examination Assessment.

### **Task Setting**

In accordance with specific awarding body guidelines, Heads of Departments will be responsible for the selection of Controlled/Non-Examination Assessment tasks from an approved list or for setting appropriate Centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

### **Task Taking**

Controlled/Non-Examination Assessment tasks will be undertaken with three levels of supervision

- **Formal (high level of control)**
- **Informal (medium level of control)**

- **Limited (low level of control)**

**\*As specified in subject specifications**

Heads of Departments will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task.

Levels of supervision are clearly outline in each subject specification.

**At this school formal supervision means:**

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher.
- Use of resources and interaction with others will be limited to what has been specified by the awarding body.
- Tasks will usually be undertaken during normal timetabled lessons in the usual teaching base.
- Use of mobile phones and internet /email access will be prohibited. If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Subject specific display material with direct relevance to an assessment task will be covered.
- A record will be kept of the time and date of each assessment together with the name of the supervisor(s) and all students present for the sessions(s).
- A separate record of any incidents which occur during assessments will be kept.

**At this school informal supervision means:**

- Interaction with others, including group work is permitted.
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for the final/formal assessment is the candidates own work.
- Sources used by candidates are clearly recorded.

**At this school limited supervision means:**

- Some aspects of work may be undertaken completely without supervision outside the classroom – this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

**Task Authentication and Marking**

Each year, before the first Controlled/Non-Examination Assessment is conducted in school the Examinations Officer will instruct candidates via email to familiarise themselves with all JCQ documents. Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance

given/sources used have been acknowledged.

Class teachers responsible for supervising and marking assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

This school will use the JCQ declaration of authentication for Controlled/Non-Examination Assessment or a similar document provided by the relevant awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this will be referred to the relevant Heads of Department and Examinations Officer who will follow the guidance set out in the JCQ instructions for conducting Controlled/Non-Examination Assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a Controlled/Non-Examination Assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

**Factors affecting individual candidates**

If a candidate misses part of a Controlled/Non-Examination Assessment task through absence, an alternative supervised session will be organised.

The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.

Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the SENCO.

The school will consider requests to repeat Controlled/Non-Examination Assessment tasks if they are made before marks have been submitted to the relevant awarding body.

Decisions will be made on an individual basis, by SLT, in consultation with Subject Leaders.

**Schedule for Controlled/Non-Examination Assessment**

The school will produce a schedule showing periods of assessment for each subject. As far as possible the school will adhere to the published schedule of assessments.