



Ballyclare Secondary School

**OUTLINING STAFF
RESPONSIBILITIES –
GCSE CONTROLLED
ASSESSMENT TASKS
POLICY**

DRAFT

Senior Leadership Team

- 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 co-ordinating with Heads of Department 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. As part of this resolve: clashes/problems over the timing or operation of controlled assessments issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved has a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of Department

- Decide on the awarding body and specification for a particular GCSE.
- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Ensure that at least 40% of overall assessment is taken in the exam series in which the qualification is certified, satisfies the terminal assessment requirement in accordance with the awarding body specification.
- 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.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting controlled assessments' (available in Collective Documents).
- 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 Examinations Officer details of all 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 Examinations 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).
- 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 appropriate Special Educational Needs Coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- 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.
- 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 send marksheets to awarding bodies before deadlines.

Ballyclare Secondary School Appeals Procedures

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

1. The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued in September to all examinations candidates in years 11 & 12.
2. In September, all candidates are given written advice about the production of coursework deadlines to be met. Information about the appeals procedure will be given in the same advice. Candidates receive this information by e mail and then hard copy.
3. Within a department, all candidates are given adequate and appropriate time to produce the coursework.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessments is secured through the departmental mark scheme or marking criteria and internal standardization as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation may attend training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.
2. The appeal must be made in writing to the Mrs C Graham by 31 May of the year that the coursework was assessed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Principal, Mrs Bell, will nominate a member of staff, normally the Examinations Officer (EO). An experienced teacher and a member of the Senior Management Team to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the end of June.
6. Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

What the Departments must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
4. Dates when the coursework was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The department policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
7. Dates when the coursework was marked by the teachers.
8. The name of the teacher in charge of the internal standardisation.
9. Dates when this teacher attended the last awarding body standardisation meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Date(s) for the department standardisation meeting and teacher attendance.
12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher?
13. Copy of coursework marks sent to the awarding body.

- The above information should be provided in a ring binder or suitable filed.
- It would be advisable to set up this binder at the beginning of the course and update it each year.
- If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31 May in the year that the work was assessed.
- The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

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