



Brentwood School

SENIOR SCHOOL CONTROLLED ASSESSMENT POLICY

Introduction

Controlled Assessment is a form of internal assessment with differing control levels for each stage of assessment and is divided into three stages:

- task setting
- task taking
- task marking.

The degree of control (teacher supervision) that applies at each stage varies from subject to subject.

Responsibility for Managing Controlled Assessment

Heads of Department are responsible for managing Controlled Assessment in their subject areas. This involves the following:

- Ensuring that the correct task is being used for the year of submission and ensuring that pupils do not have access to the tasks in advance of the specified period.
- Ensuring that pupils are fully aware of the assessment criteria for the task.
- Ensuring that each stage of controlled assessment is conducted according to the correct levels of formal supervision (high, medium or low). This should be checked using QCA and Awarding Body guidelines.
- Ensuring that all assessment materials and pupil work (including work produced electronically) is stored securely.
- Ensuring that teaching staff are regularly monitoring student work throughout the process for authentication purposes. The authenticity of work must be confirmed by the pupil and their teacher using the candidate record form (CRF).
- Ensuring that pupils have access to I.T. facilities as permitted in the relevant subject regulations.
- Ensuring that every pupil has a research folder to record research, planning, resources and the feedback received from their teacher.
- Ensuring that pupil work is assessed and internally standardised in accordance with the Awarding Body guidelines.
- Ensuring that student marks as well as student work are sent on time to the Awarding Body and external examiner and confirming this with the school's Exams Officer.

Scheduling of Controlled Assessment

Controlled Assessment deadlines are published in the school calendar and the programme is examined by the Deputy Head (Academic), Director of Studies and Head of Year to minimise clashes. The schedule is also checked by the Examinations Officer to ensure that each student is fulfilling the 40% terminal assessment rule for each qualification.

Access to IT

Pupils will be provided with access to IT facilities where it is permitted for a particular subject. Heads of Department should book computer suites as appropriate using the school's booking system. Heads of Department will also need to liaise with the Head of ITSS to ensure that measures are in place to ensure that all electronic work is secure and cannot be amended by pupils in between sessions. This will involve the issue of new student log-ins.

Pupils registered for Learning Development and English as an Additional Language

Heads of Department should work with the Head of Learning Development and the Head of EAL to identify pupils entitled to extra time in examinations. The completion time for task-taking should be extended accordingly and this should be confirmed with the Examinations Officer.

Re-sits

If a pupil under-performs in the Controlled Assessment task, it may be possible to re-sit. This should be discussed with parents and agreed with the Head of Year and Deputy Head (Academic). However, the pupil may not repeat the same task and will need to complete a different task from the list of those available for the year of submission.

Pupil Absence

If a pupil is absent from School when the supervised element of Controlled Assessment is taking place, a further opportunity to complete the work should be provided. The timing of this assessment should be communicated to parents and the Head of Year.

Internal Appeals Procedure

If a query or complaint arises regarding the processes used in a specific controlled assessment, the School's "Internal Assessment Appeals Procedure" should be consulted.