

BHA Controlled Assessment Policy

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Staff Responsibilities

Senior Leadership Team

- Is accountable for the safe and secure conduct of controlled assessments and will ensure that all assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- Will coordinate with Area Leaders at the start of each academic year to spread the schedule of controlled assessments throughout the year.
- Will map overall resource management requirements for the academic year and ensure clashes of timing and facility provision are avoided.
- Ensure assessments are on the calendar so all staff can view schedule.
- Will produce an internal appeals policy for controlled assessments that is clearly visible to all candidates.

Area Leaders/Staff i/c subjects

- Will decide on the awarding body and specification for a particular GCSE/GCE.
- Will internally standardise the marking of all teachers involved in assessments.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Will, where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication ***Instructions for conducting controlled assessments***.

- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for 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 candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, 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 Officer

- Is responsible for the receipt, safe storage and safe transmission whether in CD or hard copy format when confidential materials are directly received by the exams office.
- Download/distribute marksheets for teaching staff to use.
- Will, in exceptional circumstances, arrange suitable, alternative accommodation for controlled assessments where they cannot take place in classrooms. This will be at the direction of the senior leadership team.
- Will ensure all staff are aware of any key changes to expectations regarding the completion and submission of Controlled Assessments.