



Exam Policy – Controlled Assessment

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

1. It is the responsibility of each Curriculum Leader to obtain the controlled assessment task details from the exam boards. Secure papers are obtained through the exams officer who will download these papers from the secure part of the website, and ask the relevant curriculum leader to sign for receipt of these materials. In the Autumn Term the EO will forward JCQ Regulations to HODs and Curriculum Leaders who will then have to sign to say these have been read and understood. This information must be passed on to subject teachers
2. The Curriculum Leader should choose the most appropriate time for the controlled assessment to take place. This is done at the beginning of the academic year in liaison with the Director of Studies and Senior Teacher.
3. The Controlled Assessment may take place during timetabled class time.
4. Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when high level controlled assessment is taking place.
5. Relevant display materials must be removed or covered up.
6. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
7. Each student may keep a research diary in the preparation stage of the assessment, where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography. During the completion stage on the assessment, these notes may not be permitted.
8. All assessment materials must be locked in a suitable secure cabinet at the end of each session.
9. Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 8 above.
10. If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
11. For long absences, special consideration should be applied for.
12. Entries for controlled assessment must be made at the appropriate time

13. Attendance records from assessment sessions should be kept by the class teacher.
14. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
15. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
16. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
17. If suspected malpractice occurs, the Exams Officer must be informed.
18. If a student's work is lost within the school, this must be reported to the exam board.
19. Authentication forms must be signed by the teachers and candidates.
20. Access arrangements do apply to controlled assessment.
21. The assessment marks must be submitted to the exam board by the appropriate date.
22. Candidates' work must be securely stored as in 8 above until all results have been verified.
23. Re-sits of controlled assessment may be allowed in the next exam session where applicable.
24. After the results are published it may be possible to request a re-moderation of the work if:
 - a) the candidate's work formed part of the moderated sample and
 - b) permission is obtained from all those involved in the moderation sample.
25. Candidates have the right to appeal against the internal assessment process in accordance with JCQ regulations; they may not, however, appeal against the mark to be submitted to the awarding body:
 - a) Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
 - b) Appeals **must** be made in writing.
 - c) The head of centre will appoint a senior member of staff, e.g. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
 - d) The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
 - e) The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
 - f) The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

Signed

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Elizabeth Thomas .

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Headmistress