



## Policy for the Management of Controlled Assessments and NEAs

This policy is reviewed annually to ensure compliance with current regulations

Approved by	Name	Signature
Headteacher:	Andrew James	
Chair of Governors:	Anthony McGarel	

Accepted by:	Full Governing Body
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Date of next review (annually)	July 2020

## **Contents**

Purpose of the policy

Staff responsibilities in planning and managing GCE and GCSE controlled assessment (legacy GCSE qualifications) and NEAs

Risk management process

## Outlining staff responsibilities – GCSE & GCE controlled assessment and NEAs at Chase High School

### Senior Leadership Team – DHT with responsibility for Examinations to lead on this; Line Managers to ensure Curriculum areas are compliant.

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ (The Joint Council for Qualifications) guidelines and awarding bodies' subject-specific instructions.
- When planning the school calendar in the summer term, begin coordinating with Curriculum and Subject Leaders to schedule controlled assessments and NEAs. (It is advisable that controlled assessments and NEAs 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 and NEAs.
  - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments and NEAs. **Exams Officer to lead on this**

### Curriculum and Subject Leaders

- Decide on the awarding body and specification for a particular GCSE and inform **DHT** and **Exams officer**
- Standardize 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 and NEAs.
- 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.
- 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.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the exams office details of all unit codes for controlled assessments and NEAs.

### Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments & NEAs*.
- Understand and comply with the awarding body specification for conducting controlled assessments and NEAs, 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 and NEA's.
- 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 exams 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; Exams Officer to lead on this working with Systems Administrator**

- Enter students for individual units, whether assessed by controlled assessment, NEA, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series. **Applies to BTEC and Cambridge nationals and Technicals all GCSE and GCE are now Linear qualifications.**
- 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.
- On the few occasions where controlled assessment, NEA cannot be conducted in the classroom arrange suitable accommodation where controlled assessment, NEA can be carried out, at the direction of the senior leadership team.

#### **Special Educational Needs / Additional Learning Support; SENCO to lead on this.**

- Ensure access arrangements have been applied for – **SENCO** to work with **Exams Officer**.
- Work with teaching staff to ensure requirements for support staff are met.
- **DHT inclusion, DHT exams, SENCO, Lead LSA, Exams Officer** to meet to ensure that all access arrangements are in place and staffing and rooming are complete.