

SHIMNA INTEGRATED COLLEGE

CONTROLLED CONDITIONS ASSESSMENT POLICY

1. Controlled Assessment is defined as work assigned to and completed by a student during a course of study; it is evaluated as part of the student's final grade in the course;
2. Controlled Assessment will form an element of the assessment procedures in both the internal and external assessment through the public examination system of students;
3. Ensuring the validity of the marks produced from Controlled Assessment is vital in maintaining the integrity of this school in the assessment of its students by this means;
4. Each subject department is responsible for:
 - (a) developing, maintaining and implementing its own internal assessment procedures within the parameters of the school policy for Assessment, Recording and Reporting and these will be evidenced in ongoing departmental practice;
 - (b) implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Controlled Assessment as regulated by the examination boards.

Controlled Assessment Procedures

Head of Department

1. The Head of Department is responsible for ensuring that:
 - (a) the assessment procedures as outlined in the department policy and in the regulations published by the relevant examination boards, are properly implemented in practice;
 - (b) the workload of staff and students is a primary consideration and catered for in the planning scheduling and assessment Controlled Assessment;
 - (c) deadlines are clear, agreed with all teachers in the department, realistic , published for students and their parent(s)/guardian(s) and shared with all relevant parties, eg colleagues in other department and form staff;
 - (d) the procedures for both internal and external Controlled Assessment are published and understood by both staff and students;
 - (e) all teacher feedback, throughout preparation, will refer to mark schemes and criteria;
 - (f) they maintain records for the completion of Controlled Assessment tasks to schedule within all classes;
 - (g) all staff in the department follow the procedures for subject teachers as outlined.
2. At the beginning of each year, the Head of Department should publish the departmental assessment calendar. This calendar should set out for each year group:
 - (a) the subject assessment schedule for homeworks, tests, Controlled Assessment as well as advising students of the public examinations sessions during which they will sit examinations;

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- (b) the number and value of each piece of Controlled Assessment to be submitted;
- (c) the percentage of the final grade produced by each of these elements;
- (d) the times set aside to prepare and complete each Controlled Assessment element;
- (e) the approximate length and complexity of each component of Controlled Assessment;
- (f) the interim deadlines in the schedule, ie the progress in the preparation of Controlled Assessment which is expected at key point during the year;
- (g) the dates for the submission deadline and the final deadline;
- (h) the issue, to all department members, of dates and procedures for the internal marking, standardisation and moderation of the Controlled Assessment;
- (i) the dates and procedures for internal appeals and disciplinary matters arising from academic misconduct.

Subject Teacher

While the Head of Department has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to her/his timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing Controlled Assessment:

1. Managing Controlled Assessment

- (a) ensure students are fully aware of the Controlled Assessment task requirements by giving them the course specification and marking criteria;
- (b) provide the students with copies of the published departmental assessment calendar;
- (c) provide standardised examples of work from previous years or from examination board exemplars;
- (d) ensure that students are fully aware of the Controlled Assessment task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school;
- (e) make students aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct.

2. Scheduling Controlled Assessment

- (a) ensure students are adequately paced in workload to complete the Controlled Assessment tasks within the published timeframe, making sufficient progress at each of the deadlines outlined in the departmental assessment calendar;
- (b) provide all the support to which students are entitled in preparation for the controlled conditions assessment;
- (c) ensure that students log the Controlled Assessment in their personal organisers;
- (d) help the students manage their workload by reminding students of the relative value of Controlled Assessment versus examination work and to balance these in proportion;

3. Departmental Marking of Controlled Assessment

- (a) mark all Controlled Assessment within the timeframe published in the departmental assessment calendar;
- (b) throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the student or her/his parent(s)/guardian(s);
- (c) provide the Head of Department with the Controlled Assessment marks and samples within the published timeframe;
- (d) ensure that form staff and parents are aware of any issue affecting at student's attainment in controlled conditions assessment;
- (e) Attend standardisation and moderation meetings as required by the Head of Department and carry out all agreed adjustments to Controlled Assessment marks;
- (f) do not provide the student with the final mark for the Controlled assessment, whether before or after the internal moderation and standardisation procedures;
- (g) annotate final Controlled Assessment according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board.

4. Controlled Assessment Deadlines:

1. The deadline for students is in two parts:
 - (a) the submission date - when all Controlled Assessment should be handed in by students;
 - (b) the final acceptance date - for those students who have been affected by issues preventing them completing the work within the deadline. Every reasonable effort should be made to ensure all students complete their assessments. The student is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.
2. In determining these dates, the Head of Department will consult with the teachers in her/his department and leave sufficient time for the marking, internal moderation, standardisation and administration

Issues arising from a student not coping with the arrangements for Controlled Conditions Assessment will be pursued through the school's pastoral arrangements, and parents/guardians' support will be enlisted. The form teacher will be kept abreast of any difficulties and their support sought in seeking a solution.

The Board of Governors agrees with, and fully supports the contents and implementation of this policy.