

Oxfordshire Hospital School Controlled Assessments Policy

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Oxfordshire Hospital School

GCE and GCSE Non-Examination Assessments & RISK MANAGEMENT

Purpose:

This document examines responsibilities, potential risks and issues that could cause disruption to the non-examination assessment process at the Oxfordshire Hospital School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these have on the process.

As a host centre, Oxfordshire Hospital School supports *transferred candidates* i.e. where students need to complete a non-examination assessment at a different school to the one that entered them because they're in hospital or are unable to attend school for medical or mental health needs. It is important to note that the entering centre maintains full responsibility for ensuring that all JCQ requirements are conducted in line with the most current guidance and that the centre will draw the attention of candidates and their parents/carers to their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification. **The Oxfordshire Hospital School will refer all appeals and complaints to the entering centre.**

Staff Responsibilities

Head of Centre:

- Accountable for the safe and secure conduct of controlled assessments & ensuring assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Create, publish and update an internal appeals policy for controlled assessments.

Faculty Leads:

- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that all staff involved have a calendar of events.
- 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.

Leaders of Learning:

- Resource management requirements for the academic year e.g.
 - clashes/problems over the timing or operation of controlled assessments;
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc)

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 the exams office with 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.
- Retain candidates' work securely between assessment sessions (if more than one). Post-completion, return all work to the Exams Officer.

- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams Officer

- At the start of the academic year, begin coordinating with faculty leads, Leaders of Learning and teachers to schedule controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)
- 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.
- Work with guidance in conjunction with the candidates entering centre
- **In exceptional circumstances**, where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.
- **In exceptional circumstances**, for example where controlled assessments cannot be conducted due to national restrictions (national lockdown due to the Covid pandemic), the OHS Head of Centre and Exams Officer will, using the Department for Education and JCQ guidance, work with staff, enrolled schools and candidates to facilitate any exceptional arrangements.
- Return the completed work to the entering centre by registered post. Retain a copy (if applicable) of the 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.

Special Educational Needs Coordinator/additional learning support

- The exams officer will liaise with the entering centre to ensure relevant access arrangements have been applied for and will ensure that they are implemented in line with JCQ guidance.

Other documents and appendices:

The Exams Policy

Appeals against internally assessed marks

CONTROLLED ASSESSMENT - RISK MANAGEMENT

Risk	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	Leader of Learning/Teachers
Too many controlled assessments close together across GCSE subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates sometime between them	Leader of Learning/Teachers
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary	Leader of Learning
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Leaders of Learning
Downloading Awarding Body Set Tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Exams Officer
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	Exams Officer
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exams Officer

Absent Candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Liaise with home school, update and make alternative arrangements	Leader of Learning/Exams Officer
Control Levels for Task Taking			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Faculty Lead/ Exams Officer
Supervision			
Student study diary/plan not provided or completed	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Faculty Lead/Exams Officer
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments		Faculty Lead/ Exams Officer
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification		Leader of Learning/ Exams Officer
Assessments			
Teaching staff fail to set the correct assessment tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification Ensure that teaching staff use only current assessment materials/tasks to assess candidates' knowledge and skills (in cases where the awarding body provides such material);	Seek guidance from the awarding body	Faculty Lead/ Exams Officer

Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Faculty Lead/Exams Officer
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Faculty Lead/Exams Officer
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Faculty Lead/Exams Officer
Enrolled school want to retain full responsibility for marking work	Make arrangements for work to be returned to the enrolled school. Identify a contact person to be in receipt of the work	Deliver the completed work to the school and handover to the named contact. Ensure a signature is obtained for handover of work. Or Send the work to a named contact via Royal Mail signed for delivery	Leader of Learning/ Exams Officer
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Faculty Lead/ Exams Officer
Candidates are unaware of the centre assessed marks	Before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking		Teachers/Exams Officer
Assessments are not entered within the required timeframes	Take reasonable steps to ensure that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date.		Teachers/Exams Officer

	Submit centre-assessed marks and despatch moderation samples, if required by the awarding body, by the published date.		
Candidates wish to complain about centre assessed grades	<p>Have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates.</p> <p>Have in place and be available for inspection purposes, a written controlled assessments policy.</p>		Head of Centre
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification	Seek guidance from the awarding body	Faculty Lead/ Exams Officer
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Faculty Lead/ Exams Officer

Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Head of Centre/Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	Head of Centre/Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	Head of Centre/Exams Officer
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Faculty Lead/Exams Officer
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Faculty Lead/Exams Officer
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	Teacher/Exams Officer
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature Ensure authentication forms are signed as work is marked	Teacher/Exams Officer

Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Faculty Lead/Exams Officer
Home school want to retain full responsibility for marking work	Make arrangements for work to be returned to the home school. Identify a contact person to be in receipt of the work	Delivery the completed work to the school and handover to the named contact. Ensure a signature is obtained for handover of work. <p style="text-align: center;">Or</p> Send the work to a named contact via Royal Mail signed for delivery	Leader of Learning/ Exams Officer

Oxfordshire Hospital School
Appeals Against Internally Assessed Marks

Oxfordshire Hospital School is committed to ensuring that whenever staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Oxfordshire Hospital School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the Summer GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the entering centre examinations officer.
3. The Head of Centre will appoint a senior member of staff, e.g. an Assistant Headteacher to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. 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.
5. 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.
6. The outcome of the appeal will be made known to the Headteacher 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 irregularities in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Oxfordshire Hospital School and is not covered by this procedure.

Other documents and appendices:

The Exams Policy
GCSE Controlled Assessments