



**THE KINGSWAY
ACADEMY**

**Controlled Assessment Policy
2015/2016**

Controlled Assessment Policy for Kingsway Academy

1. It is the responsibility of each Head of Faculty to obtain the controlled assessment task details from the examination board's websites.
2. The Head of Faculty should choose the most appropriate time for the controlled assessment to take place in consultation with the Data Manager.
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 Assessment Manager should be notified when high level controlled assessments 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 is to keep a research diary 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.
8. All assessment materials must be locked in a suitable secure cabinet by the Head of Faculty or the Data Manager 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 email 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. When absences are identified the same protocol for absenteeism in an external examination must be followed – Pupil Services to be notified in order to contact the student at home.
11. For long period of absence, 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 Data Manager must be informed immediately.

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 both teacher and student.
20. Access arrangements do apply to controlled assessment. Teaching staff must be made aware of individual needs.
21. The assessment marks must be submitted to the exam board by the appropriate date by the Data Manager.
22. Students' 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.
24. After the results are published it may be possible to request a re-moderation of the work.