



# Peacehaven Community School

## Outlining Staff Responsibilities - Controlled Assessments Exams Policy

<b>Head of Centre</b>	<b>Rachel Henocq</b>
<b>Date</b>	<b>September 2022</b>
<b>Date for Review</b>	<b>September 2023</b>
<b>Responsibility for Review</b>	<b>Head of Centre</b>

## Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ and NCFE regulations and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Heads of Departments/subject leaders to schedule controlled assessments.
- Map overall resource management requirements for the academic year. As part of this the following would be resolved:
  - 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.)
- Ensure that all staff involved in carrying out controlled assessments have a copy of the calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

## Head of Department

- Decide on the awarding body and specification for a particular subject.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regards to controlled assessment.
- 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.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

## **Teaching Staff**

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments* and NCFE's *Regulations for the Conduct of Synoptic Project*.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information found on the awarding body's website.
- Ensure the Exams Office are given details of all unit codes for controlled/internal 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.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, 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 SENDCo for any assistance required for the administration and management of access arrangements.

## **Exams Office**

- Where confidential materials are directly received by the Exams Office, to be responsible for receipt, safe storage and safe transmission, whether in soft or hard copy format.
- Create marksheets and make available via Bromcom marksheets for Heads of Departments and subject leaders to use.

- **In exceptional circumstances** where controlled/internal assessments cannot be conducted in the classroom, arrange suitable accommodation where assessments can be carried out at the direction of the senior leadership team.

### **SENDCo**

- Ensure access arrangements have been applied for and accepted.
- Work with teaching staff to ensure requirements for support staff are met.

This policy has been reviewed and authorised by:



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Rachel Henocq  
Headteacher / Head of Centre