WESTFIELD SCHOOL

Controlled Assessment & Internal Moderation

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Ratified by Governors	Approved by the Curriculum and Achievement Committee on

Rationale

Controlled Assessment must be carried out according to the rules set out by the JCQ Guide: 'Instructions for conducting Controlled Assessment' can be obtained from the Exams Officer or downloaded from the Awarding Body's website.

Intent

Westfield School aim to provide the opportunity for students to gain qualifications with fair and well managed and monitored procedures. Students are made aware of the existence of this policy and have open access to it. It can be found in 6th Form and the main office, along with the appeals policies for each of the awarding bodies used by Westfield. All teachers and instructors are made aware of these policies and how to access them in order that students can be supported.
This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

When students at Westfield School enter Key Stage 4, their entitlement for accreditation of their achievements is recognised. However, formal assessment by examination process is not appropriate, so a system of 'Controlled Assessment' is used. This is a nationally understood process, whereby assessment materials are made available to the school examinations officer, and delivered under controlled circumstances, during an identified period during the summer term. The school reports to the awarding body, in Westfield's case ASDAN, ncfe and WJEC, when the assessments will be taking place, and which students will be registered. The student assessments are then sent off to the awarding body for external assessment, and the results communicated to school at various times depending upon the qualification and accreditation body.

Aims and Objectives

- To ensure that all relevant staff are fully informed about the procedures relating to Controlled Assessment and that their roles and responsibilities are clearly defined.
- To ensure that pupils are given the opportunity to maximize their performance through the following:

The Exams Officer will maintain a central diary of Controlled Assessments.

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; for example high control means that students are under exam conditions.

Class teachers must plan when and how assessments will take place, taking into account the accommodation and resources required according to the level of assessment. The

Exams Officer should be consulted when a controlled assessment is being planned to ensure there is no clash and that the level of assessment has been taken into account.

Class teachers in conjunction with senior management and the Exams Officer should choose the most appropriate time for a controlled assessment to take place.

Entries for controlled assessment must be made at the appropriate time.

Controlled Assessments should take place during timetabled class times wherever possible to minimise the impact on other parts of the curriculum.

It is the responsibility of the Exams Officer in conjunction with class teachers and senior management to ensure that controlled assessment task details are obtained from exam boards and retained securely.

Relevant display materials must be removed or covered up.

If a student is absent, the teacher must allow that student the chance to make up the time if necessary. Attendance records from assessment sessions should be kept by the class teacher. For long absences, special consideration should be applied for.

Where ICT facilities are required, separate ICT user accounts for exam use must be used for high control level work. These must have no access to internet or wi-fi and must only be accessible during the controlled sessions. All work will be stored securely on the school network and backed up to a securely stored CD or DVD at the end of each assessment. A full test of facilities should be carried out ahead of the assessment and a member of ICT Support should be on standby throughout.

Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.

Access arrangements do apply to controlled assessment.

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.

If suspected malpractice occurs, the Exams Officer and Head teacher must be informed.

Authentication forms must be signed by the teachers and candidates.

All assessment materials must be locked in a suitable secure cabinet at the end of each session.

Where work is assessed by more than one teacher and externally moderated by the exam board, standardization of marking must take place. This will be overseen by the examinations officer.

Up to date records of moderation meetings must be kept and all work must be moderated and levels agreed 10 days prior to submission for external moderation.

The examinations officer will conduct regular training sessions to keep staff up to date with requirements and procedures and to ensure standards within the school are consistent.

To be reviewed annually.