



Bromley Adults Education College

Controlled Assessment Policy

2020-21

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The Policy Purpose

The purpose of this controlled assessment policy is:

- To ensure the planning and management of controlled assessment is conducted efficiently and effectively and in the best interests of the candidates.
- To ensure the operation of controlled assessment is efficient with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The controlled assessment policy will be reviewed annually.

The controlled assessment will be reviewed by the qualifications officer.

Controlled Assessment Responsibilities

Qualifications Officer

Manages the administration of controlled assessment:

- Advises the senior management team, curriculum development managers, subject tutors and other relevant support staff about the requirements of controlled assessment, as set out in awarding organisation subject specifications.
- Oversees the production of an annual calendar of all exams and controlled assessments and communicates with staff concerning internal and external deadlines.
- Ensures that candidates are informed of and understand those aspects of the timetable that will affect them.
- Ensures that candidates are entered for the relevant unit and cash in codes within the awarding organisation deadlines.
- Consults with curriculum development managers and teaching staff to ensure that controlled assessments are completed on time and in accordance with JCQ guidelines.
- Downloading assessment tasks from awarding organisation website, in advance of the scheduled assessment date

- Receives, checks and securely stores partially and fully completed controlled assessments and other related papers.
- Administers access arrangements and makes applications for special consideration using the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration 2020-21
- Submits controlled assessment marks and despatches samples of assessment for moderation within the awarding organisation deadlines
- Ensuring that the college has sufficient secure storage for controlled assessments

Tutors are responsible for:

- Teaching the required contents of the subject specification.
- Liaising with the qualifications officer and other staff members to schedule dates for controlled assessment before the following year's course programme is published
- Liaising with exams' office staff regarding any students with access requirements
- Ensuring the security of controlled assessment tasks and all candidates' partially and/or fully completed work
- Supervising controlled assessments and ensuring that the authentication documents are signed by the candidate and tutor
- Marking controlled assessments in accordance with the criteria published in the specification. When more than one tutor has been involved in marking a subject, all tutors must attend a standardisation session
- Submitting completed marksheets and candidates' work to exams office staff before the deadline

Curriculum leaders are responsible for:

- Arranging standardisation sessions, if necessary

Senior management team are responsible for:

Provision of additional support to help candidates achieve their course aims

Candidates are responsible for:

- Attending classes and scheduled controlled assessment dates
- Submitting their exam entry before the college closing date
- Providing medical or psychological evidence of any special requirement for exams. This includes additional time allowance, use of word processors etc.
- Observing regulations and signing a declaration that authenticates controlled assessment as their own work.
- Reading any rules and regulations given in connection to their exam or assessment

Controlled Assessment Timetable

Once the dates have been confirmed and the rooms booked the controlled assessment dates will be added to the examinations timetable.

The examinations timetable is displayed at Kentwood and Poverest Centres.

Facilities and Equipment Required for Controlled Assessment

Tutors must ensure that they read the full specifications for the course they are teaching and are fully aware of the requirements of any controlled assessment involved. This includes whether IT suites will be needed and any other materials or equipment that may be required.

Downloading Controlled Assessment Tasks from Awarding Organisation Website

The qualifications officer will download the tasks for controlled assessment. There may be a choice to select from. Tasks should always be downloaded in advance of the date of controlled assessment.

Downloaded controlled assessment tasks are stored as secure test materials and must be treated as such at all times

Supervision of Scheduled Controlled Assessment

Tutors will supervise controlled assessments in accordance with awarding organisation regulations. Each tutor conducting controlled assessment will be issued with a copy of the JCQ Instructions for conducting controlled assessments in advance of their first scheduled session. They should be read in full so that tutors are aware of the level of security and risk involved.

TUTORS MUST ENSURE THAT EACH CANDIDATE SIGNS AN AUTHENTICATION FORM AND ATTACHES IT TO THEIR WORK. THE TUTOR MUST ALSO SIGN THE FORM.

Storage of Partially Completed Controlled Assessments

Controlled assessment tasks and candidate's work must be securely stored between sessions. Candidates may not take their work away from the centre. Wherever possible, a lockable storage area will be provided in the classroom. If there is no lockable area in the classroom, tasks and candidates' work must be handed to exams' office staff for secure storage between sessions.

Marking of Controlled Assessment

Tutors and curriculum leaders are responsible for marking controlled assessments using the criteria published in the relevant subject specification. If more than one tutor has marked assignments for a particular specification the curriculum leader must arrange for a standardisation session to take place. Once marked, completed marksheets and all assessments must be given to exams office staff in preparation for external moderation to take place.

Absent Candidates

All college staff must emphasise the importance of attending the scheduled controlled assessment sessions. This should be done at course interview stage, followed by a reminder when the student enrolls. At the first class the tutor should ask students to write the

scheduled dates in their diaries. The scheduled dates will also be printed on the exam enrolment form that the student signs. If a student is aware that they will miss one or more of the scheduled dates at any of these stages the tutor and Head of Centre will decide whether it is appropriate for the student to continue with the course. The Head of Adult Learning will decide whether any fee refund will be issued.

If a candidate is absent on a scheduled date for controlled assessment because of illness, with a medical certificate, every effort should be made to allow the student to complete their assessment on an alternative date. If a tutor has difficulty arranging an alternative date they should seek advice from exams' office staff.

Private Candidates

Private candidates will not be accepted for any subject that includes controlled assessment in the specification.

Head of Adult Learning

Qualifications Officer

Date


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01/09/20.
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The policy is next due for review in August 2021