

A Controlled Assessment is defined as a form of internal assessment assigned to and completed by a student and forms part of his/her final grade.

Each Subject Head of Department is responsible for implementing the procedures for:

- Setting – deciding on the awarding body and specification and obtaining the controlled assessment tasks from the exam board
- Storage Security – all assessment materials must be locked in a suitable secure cabinet when not in use
- Scheduling - plan the most appropriate times and place for the assessment
- Supervising – by subject teachers appropriate to the relevant level of control required (high, medium, low)
- Authentication – by teachers and candidates
- Marking – by teachers as per the marking criteria specified in the awarding bodies specification
- Standardising – if more than one teacher is marking the controlled assessments internal standardisation must be implemented
- Moderating – preparation of work to be sent or arrangement of visit by the moderator
- Malpractice Regulations - advise students of JCQ regulations
- Access Arrangements – consult Exams Officer and apply as applicable
- Record Keeping - to include a record of time spent on the assessment by each candidate including catch up sessions due to absence

as regulated by the examinations boards.

The Examination Officer is responsible for implementing the procedures for:

- Entering Candidates with the Exam Boards for the appropriate modules in consultation with the Subject Head of Department
- Advise Controlled Assessment marks to the Exam Boards
- Send Assessment material to the Exam Boards for moderation
- Storage Security on return from moderation until the date for Enquiries about Results has passed
- Appeals – see Internal Appeals Policy

Policy reviewed by: JTW/JAC
26 April 2010