



Bexley Grammar School

Controlled Assessment Policy

Controlled assessment has replaced coursework in GCSEs and now forms part of all GCSEs undertaken by BGS students except for Mathematics, Latin, Psychology, Economics and Religious Studies. Bexley Grammar School is committed to ensure that controlled assessments are conducted fairly, in line with regulations and in a way which allows all students to produce their best work.

The nature and volume of controlled assessment varies from subject to subject and the administration of the controlled assessment tasks will be managed by the Heads of Department in order to ensure that the differing needs of each department are met without disrupting the learning of other classes.

Each Head of Department should

- Be fully aware of the regulations of their chosen exam board and must ensure that their plans are in line with these requirements.
- Ensure that all teaching staff supervising controlled assessment are aware of and enforce these regulations. Departmental training should be provided if necessary.
- Identify an appropriate point in the scheme of work for the assessment to be completed and ensure that teaching staff and students are prepared to conduct the assessment at this time.
- Liaise with the Examinations Officer and, if necessary, the SEAN department to ensure that students with special educational needs are appropriately accommodated.
- Ensure that appropriate resources are booked and available ahead of time in order to minimise the likelihood of part of the assessment needing to be rescheduled. If statements of task or other resources need to be obtained from the internet then these should be downloaded some days in advance in order to insure against network failure.
- Make arrangements for students who are absent or are for some other reason unable to take part in the assessment on the predetermined day.
- Ensure that teaching staff mark the assessments in an accurate and timely manner and ensure that there is internal standardisation of the marking in line with the requirements of the examination board. Departmental training should be provided if necessary.
- Arrange for the students' work to be stored securely in line with exam board regulations.
- Ensure that accurate records of marks are kept and liaise with the Examinations Officer to ensure that they are submitted to the exam board by the specified dates.
- Ensure that if students are allowed to re-sit controlled assessments then this is conducted fairly, in line with the regulations and that such students are charged the fee determined by SMT.

Each Teacher of a course containing controlled assessment should

- Understand how the controlled assessment fits into the scheme of work.
- Understand the conditions required during a controlled assessment.
- Ensure that controlled assessments are conducted under the conditions specified and that students breaking the conditions are reported in the first instance to the Head of Department.
- Liaise with the Head of Department to ensure that students in the group who missed part or all of a controlled assessment have an opportunity to catch up.
- Take care of the students' work in the manner laid out by the exam-board and by departmental guidelines including, where appropriate, ensuring that any authentication forms are appropriately completed.
- Mark the work in line with the exam-board requirements by the deadline specified by the Head of Department and supply the Head of Department with the results data in the form and by the date required.
- Take part in internal standardisation of controlled assessment and in any training provided by the Head of Department.

The Head of Department Leader should

- Liaise with Heads of Department to identify whether a controlled-assessment timetable is required and, if necessary, to produce one.
- Ensure that all Heads of Department are aware of their responsibilities and that any concerns are addressed by Senior Team.

The Directors of Study for Y10 and Y11 should

- Be aware of the controlled-assessment load undertaken by their students and highlight (and where possible address) any pastoral or academic issues experienced by the group.

The Special Educational and Additional Needs coordinator should

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

The Exams Officer should

- Ensure that all students are entered for the units they are taking before the exam-board deadline.
- Arrange for data to be collected from Heads of Department and teaching staff and passed on to exam-boards by the specified deadlines.
- Facilitate the administration of controlled assessment during internal examinations when this arrangement is requested by Heads of Department.

The Headmaster and Senior Team should

- Ensure that all staff with responsibility for controlled assessment understand their role

and its importance.

- Arrange for resources to be provided to ensure that controlled assessments can be conducted in line with the requirements of exam-boards.
- Determine and publish the procedure for charging pupils to re-sit controlled assessment.
- Handle any internal appeals fairly and consistently.