



φύσις

Controlled Assessment Policy

Physis [fie-sis] a Greek word meaning the natural energy for growth, change and development.



The Quantum Leap Programme at Physis Heathgates Academy

Physis Quantum is a specialist provider of exciting and innovative services to Children and Young People in a variety of different settings.

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Physis Heathgates Academy

(Part of The Physis Group)

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Controlled Assessment Plan

Controlled assessment

Outlining Staff Responsibilities – GCSE Controlled assessment

	Head Teacher and Education Advisor + Management Team	Head Teacher (controlled assessment co-ordinator)	Teachers	Head Teacher(Exam officer)
September	Decide policy Nominate dates for assessments			
October		Consult with teachers individually		
November				
December		Meet all teachers to discuss controlled assessments and identify facilities/equipment required		
January				Collect and submit entry data
February				
March				
April		Internal assessment and standardisation	Conduct controlled assessments	
May				Collect and submit marks
June				
July				
August	Review policy and compile report for management team			

Many of these activities involve multiple members of staff across the school. The Head Teacher will take responsibility for ensuring that all of the necessary tasks (see academic year plan for controlled assessment at Physis Heathgates Academy) are completed.

These include

- allocate roles and responsibilities to different members of staff
- develop and implement a controlled assessment policy
- create a centre-wide plan to coordinate controlled assessment activities
- monitor the progress of controlled assessment.

Sharing the responsibilities
Staff from different parts of the school

Head Teacher

The Head Teacher has overall responsibility for ensuring controlled assessment operates successfully, which involves:

- establishing centre policy on controlled assessment
- assigning responsibilities to specific members of staff
- ensuring that all staff understand their roles and responsibilities - for example using professional development sessions
- dealing with issues arising - for example resolving timetable clashes, obtaining additional facilities
- monitoring the operation of controlled assessment - for example receiving reports from subject departments and/or the exams office.

Controlled assessment coordinator

The Deputy Education Manager/Exams Officer is the controlled assessment co-ordinator. The coordinator will:

- consult with subject departments
- draw up policy and plans for management consideration
- act as a central point of administration, dealing on behalf of the management team with the detail of managing controlled assessment
- make periodic reports to the management team to enable them to monitor arrangements for controlled assessment.

Subject departments

Every subject department will need to:

- select awarding organisations and GCSE specifications
- decide on timings of assessment to meet requirements of terminal assessment
- arrange internal standardisation of marking by all teachers involved in assessing an internally assessed component
- ensure that all teachers understand their roles and responsibilities in controlled assessment and are familiar with the requirements of the GCSE specification - for example through departmental meetings and professional development
- ensure schemes of work incorporate controlled assessment appropriately
- consult with the special educational needs coordinator (SENCO) on additional arrangements, which might be needed for particular candidates

- make contingency arrangements for the event of absences by candidates or teacher - for example a second, alternative date for the controlled assessment
- arrange for secure storage of candidates' work.

Teachers

Individual teachers will need to:

- contribute to decisions about the selection of the awarding organisation and specification
- decide how the controlled assessment should be incorporated into the scheme of work to provide a coherent sequence of learning and ensure students are well-prepared for the controlled assessment - for example in developing linguistic or practical skills or carrying out fieldwork or research

Managing GCSE controlled assessment

- provide information as necessary to the subject department (on planning of teaching) and to the exams office (individual unit codes, planned dates of assessment)
- book facilities, resources and any specialist requirements needed for the controlled assessment
- obtain confidential materials and tasks set by the awarding organisation
- supervise assessments, applying the specified level of control, and ensuring authentication forms are signed by candidates and the supervising teacher
- store candidates' work securely.

Exams officer

The exams officer (currently Adrian Grey) will:

- liaise as necessary with the management team, subject departments and individual teachers
- store candidates' work securely
- enter students for individual units, including controlled assessment units and externally examined units
- be responsible, as necessary, for storage and transmission of information, data and confidential materials between awarding organisations and teachers.