

**ST BENEDICT'S CATHOLIC HIGH SCHOOL**  
**incorporating**  
**WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE**



**POLICY ON INTERNAL, CONTROLLED and NON-EXAMINATION  
ASSESSMENTS  
FOR QUALIFICATIONS  
WITH EXAMINATION AWARDING BODIES**

Approved by: Mr S Bridgman, Deputy Headteacher	Date: March 2025
New policy: March 2019	Author: Maureen Rothery, Examinations Officer
Reviewed: November 2020	Maureen Rothery, Examinations Officer
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In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA and the JCQ, St Benedict's School is committed to ensuring that:

- Internal/Controlled Assessments are conducted by members of staff that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal/controlled assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.
- Candidates receive feedback in line with the requirements of the awarding bodies.
- Candidates are informed of the mark the internal assessment has been awarded in time for the appeals process to be completed if required.

Each awarding body publishes its arrangements for appeals against its decisions. In addition an appeal can be made to the school concerning internal assessment subject to the school's Internal Assessment Appeals Policy.

**STAFF RESPONSIBILITIES FOR GCSE CONTROLLED ASSESSMENTS**

**Senior Leadership Team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin co-ordinating with Subject Leaders/subject to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/problems over the timing or operation of controlled assessments
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.).
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an Internal Appeals Policy for Controlled and Non-Examined Assessments.
- Ensure that any appeals made with regard to internal assessments are resolved in line with the school's Internal Appeals Policy for Controlled and Non-Examined assessments.

### **Subject Leaders**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least the required proportion of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Where candidates miss the controlled assessment, plan an alternative session in line with 'Instructions for Conducting Controlled Assessments' (JCQ).
- Plan the delivery and completion of any internal assessment to allow internal marking and standardisation procedures to be completed and students informed of the marks awarded in time to allow for the appeals process to run, if required, before the marks are submitted to the Awarding Body.

### **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication 'Instructions for Conducting Controlled Assessments'.

- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject/specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs co-ordinator (SENCO) for any assistance required for the administration and management of access arrangements.
- Ensure that the internal marking and standardisation procedures are completed and students are informed of the marks awarded in time to allow for the appeals process to run, if required, before the marks are submitted to the Awarding Body.

### **Exams Officer**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **Special Educational Needs Co-ordinator/Additional Learning Support**

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



## **MONITORING AND EVALUATION**

Monitoring of progress towards implementation of this policy annually by the SLT member with responsibility for exams.