MANAGEMENT OF CONTROLLED ASSESSMENT POLICY

2023-2024

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley School

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Current Version Valid from October 2023

Next Scheduled Review October 2024

1. Management of Controlled Assessments Overview

ADO River Valley is committed to identifying staff responsibilities in managing BTEC controlled assessments and similarly examining potential risks and issues relating to the implementation of controlled assessment for BTEC qualifications and how these might be managed and mitigated through forward planning and remedial actions.

This policy complies with the *JCQ General Regulations, section 5.8*.

The ADO Management of Controlled Assessments Policy is valid for the following services:

ADO River Valley School – ADO Training Centre

Staff Responsibilities

2.1 Senior Team

The ADO River Valley Education team led by the Head and supported by the Director of Education, Chief Operating Officer, Exams Officer-Business Manager and senior members of the team has a collective responsibility for ensuring the following:

- 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 school new year, begin coordinating with the ADO River Valley education planning team to schedule controlled assessments.

- Map overall resource management requirements for the new school year. As part of this resolve:

- Clashes or problems over the timing or operation of controlled assessments;
- Issues arising from the need for facilities (Rooms, IT Systems for example)

- Ensure that all staff involved have a calendar of events.

- Ensure all policies, including appeals procedures are up to date and version controlled.

- Make a business decision on the awarding body and specification for a particular BTEC.

- Standardise internally the marking of all educators involved in assessing an internally assessed component.

- Ensure that individual educators (ADO River Valley teaching Staff) fully understand their responsibilities regarding controlled assessment.

- Ensure that individual educators fully understand the requirements of the awarding body's specification, are familiar with the relevant teaching notes and any other subject specific instructions.

- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

2.2 Educators (ADO River Valley Teaching Staff)

The ADO River Valley education team of Educators are responsible for the following:

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions For Conducting Controlled Assessments*. (To view within the **ADO River Valley Library**)

- Understand and comply with the awarding body's 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 and 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 candidates as the specification allows.

- Ensure that candidates and supervising educators sign authentication forms on completion of an assessment.

- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, 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 coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

2.3 Exam Office

The Centre for the Exams Office and their staff has responsibility for the following areas:

- Where confidential materials are directly received by the exam's office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

- Download and distribute marksheets for teaching staff to use.

- In exceptional circumstances where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.

2.4 SENCO

At ADO River Valley the SENCO has overall responsibility for any special arrangements. ADO River Valley has a specialist team of therapists that support the ADO River Valley Education function. The key responsibilities include:

- Ensure access arrangements have been applied for.

- Work with teaching staff to ensure requirements for support staff are met.

3 Risk Management Process

The complete risk management process is available to view below in tabular format:

Example Risks and Issues	Possible Remedial Action		Staff Responsibility
	Forward Planning	Action	
Timetable			
Controlled assessment schedule clashes with other activities	Plan and establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	Exam Officer, Head, COO
Too many controlled assessments close together across subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates sometime between them	Exam Officer
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary	Head – Exam Officer - COO
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Head – Exam Officer - COO

Example Risks and Issues	Possible Remedial Action		Staff Responsibility
	Forward planning	Action	
Downloading Awarding Body Set Tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Exam Officer – COO
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	Exam Officer - COO
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exam Officer
Absent Candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Exam Officer

Example Risks and Issues	Possible Remedial Action		Staff Responsibility
	Forward Planning	**Action**	
Control Levels For Task Taking			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Exam Officer - Head
Supervision			
Student study diary or plan not provided or completed*	Ensure teaching staff are aware of the need for study diary or plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Head
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments		Head
A suitable supervisor has not been arranged for an assessment where teaching staff are **not** supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification		Head

Example Risks and Issues	Possible Remedial Action		Staff Responsibility
	Forward Planning	Action	
Task Setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	Head
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Exam Officer - Head
Security of Materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Head
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	Exam Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	Exam Officer - COO

*** All tasks whether set by the awarding body or the centre **must** be developed in line with the requirements of the specification.*

Example Risks and Issues	Possible Remedial Action		Staff Responsibility
	Forward Planning	Action	
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Exam Officer
Deadlines for marking and or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking or paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Head
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	Exam Officer

Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature Ensure authentication forms are signed as work is marked	Exam Officer - Head
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Head
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	Head

4 Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO River Valley procedures, legal changes, JCQ directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO River Valley Library is part of our Release Management.

5 Contact

This document was produced by the ADO River Valley Operations Team using the guidance provided by JCQ . This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO River Valley Chief Operating Officer by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, ADO River Valley Services CIC, 126 Upper Wickham Lane, Welling, Kent DA163NB.