



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## CONTROLLED ASSESSMENTS PROCEDURE

POLICY INTENDED FOR:	Students
CATEGORY:	Monitoring, Assessment, Evaluation and Marking
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal, Deputy Principals, Director of Studies and Examinations Officer
REVIEWED BY:	Principal
REVIEWED DATE:	August 2021
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	None
NEXT REVIEW:	August 2022

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### PLANNING AND MANAGING CONTROLLED ASSESSMENTS, INCLUDING STAFF RESPONSIBILITIES AND RISK MANAGEMENT

The purpose of this document is to help Oxford International College staff identify their responsibilities in planning and managing Controlled Assessment. It shows how responsibilities are allocated to staff such as tutors, assessors and the senior leadership team.

It is important that there is an appropriate allocation of responsibilities.

This document has been reviewed and approved by the College Senior Leadership Team ensuring that it is fit for purpose and compatible with the existing policies and procedures of our Centre.

### CONTROLLED ASSESSMENTS – OUTLINING STAFF RESPONSIBILITIES

Principal  
Director of Studies  
Examinations Officer

The above staff will undertake to do the following:

- Be accountable for the safe and secure conduct of controlled assessments.
- Ensure assessments comply with JCQ guidelines and Awarding Bodies' subject-specific instructions.
- Coordinate a schedule for controlled assessments. It is essential that controlled assessments reduce
  - Clashes/problems over the timing or operation of controlled assessments.
  - Issues arising from the need for particular facilities (room, IT networks, time out of school etc)
- Ensure that all staff and tutors involved have a calendar of events.
- Create, publish and update internal appeals policy for controlled assessments.

The decision with regard to the Awarding Body and specification for a subject will be made by the subject tutor in conjunction with the Senior Management Team.

### EXAMINATIONS OFFICER AND STAFF

- 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 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 any occasion when controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where the controlled assessment can be carried out, at the direction of the Senior Leadership Team.
- Ensure Access Arrangements have been applied for where appropriate.
- Ensure Access Arrangement requirements (Scribes/Readers/Laptops) are met.

### SPECIAL EDUCATION NEEDS COORDINATOR AND HIS/HER SPECIAL ASSESSORS

Ensure that students are correctly assessed for Access Arrangement requirements.

### RISK MANAGEMENT PROCESS

This section examines potential risks and issues relating to the implementation of Controlled Assessments and considers how these might be managed and mitigated through forward planning and remedial actions. The Examinations Office has attempted to identify the persons or department:

- Responsible for the risk/issue.
- Accountable for the risk/issue.
- Who should be consulted about this risk/issue
- Who should be informed should the risk/issue arise.

The list of risks and issues has been reviewed and approved by the appropriate members of the Senior Leadership Team to ensure that it is fit for purpose and compatible with the existing policies and procedures of Oxford International College. This review should be repeated at regular intervals and kept up to date.

- Ensure that at least 40% 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 requirements in accordance with the Awarding Body specification.

- Standardise internally the marking of all tutors involved in assessing an internally assessed component.
- Ensure that individual tutors understand the requirements of the Awarding Body's specification and are familiar with the relevant tutors' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with Awarding Body specifications and control requirements.

#### TEACHING STAFF

Teaching staff will undertake to do the following:

- Understand and comply with 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, tutors' 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 tutors sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme 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 candidate's work securely until the enquiry and any subsequent appeal has been conveyed to the centre.

- Ask the Examinations Officer in good time for any assistance required for the administration and management of access arrangement.

### FURTHER INFORMATION

For further information about Controlled Assessments at OIC please speak with Kim Terrar.

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Principal

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