



Controlled Assessment & NEA Procedure

The procedure purpose

The purpose of this Controlled Assessment & NEA procedure is:

- To ensure the planning and management of the Controlled Assessment or NEA is conducted efficiently and in the best interest of candidates.
- To ensure there are clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's controlled assessment or NEA processes to read, understand and implement this procedure.

This procedure will be reviewed annually.

This procedure will be reviewed by the senior leadership team and Exams Officer.

Senior leadership team

- Accountable for the safe and secure conduct of the assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of the assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Create, publish and update an internal appeals procedure for controlled assessments & NEA.



Curriculum Leaders

- Decide on the awarding body and specification for a particular GCSE/GCE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component. If a department has limited staff to do internal standardisation, external schools should be used.
- Ensure that individual teachers understand their responsibilities with regard to the assessment process.
- 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.
- Ensure that the department is aware of all students who have an entitlement to access arrangements.
- Ensure that the SENCO is alerted at least six weeks before any controlled task, so that the necessary support arrangements may be implemented.



Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments & Non-Examination assessment*.
- Understand and comply with the awarding body specification for conducting controlled assessments & NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- 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 appeal is submitted, retain candidates work securely until the outcome of the appeal 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.



Exam office

- Enter students for individual units, whether assessed by controlled assessment, NEA, 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 or NEA cannot be conducted in the classroom arrange suitable accommodation where an assessment can be carried out, at the direction of the senior leadership team.

Special education needs coordinator

- Ensure access arrangements have been applied for.
- Work with teaching staff, exams officer and senior admin officer to ensure requirements for support staff are met.