

## Controlled Assessment

### A summary for parents.

**From September 2009, Controlled Assessment replaced coursework for most new GCSEs.**

#### **What is Controlled Assessment?**

It is a form of internal assessment where the control levels for each assessment stage (task setting, task taking and task marking) have been defined by QCA for all examination boards. Controlled assessment tasks have a time guidance which should be adhered to.

#### **Pupils' attendance**

The examination boards issue very specific time guidance for the completion of controlled assessments; therefore **good attendance is very important**. Key dates and deadlines will be available for parents / carers on the website and moodle. In addition to this, individual Curriculum Areas may send details of assessments with key dates which they wish to draw to your attention to. If your child is absent it is important that school is notified as soon as possible.

**Do not plan appointments or request for your daughter to be out of school during periods where she will be planning or taking her controlled assessments, as it may be detrimental to her grade.**

#### **How will controlled assessment be delivered?**

Each subject area has planned the delivery window or dates where controlled assessment in their subject will take place. To reduce pressure on your daughter these have been staggered across the GCSE course (Key Stage 4) both in Years 10 & 11. There is an overview of when these take place and summary information on the school website in a document called *Coursework (2010 - 2012)* on this page [http://www.millais.co.uk/curric\\_areas.aspx](http://www.millais.co.uk/curric_areas.aspx)

#### **Where will controlled assessments take place?**

- Controlled assessment is designed to take place within the normal teaching timetable, for example in the classroom, lab or workshop.
- There may be occasions, however, when it is more appropriate or convenient to have all pupils in a larger venue, such as the hall under close supervision; but this will be the exception.

#### **What is the Controlled Assessment process?**

- There are three stages to Controlled Assessment:
  1. task setting
  2. task taking
  3. task marking.
- Each stage has a level of control (high, medium or low) to ensure reliability and authenticity and to make assessments more manageable for teachers and pupils.
- Individual subject specifications give specific details about which tasks are high, medium and low control. Your daughters' teachers will inform them which tasks are to be completed in high, medium or low control conditions.

### **Use of ICT and security of students work.**

- If ICT use is permitted during controlled assessment pupils are not permitted to access their work between controlled assessment sessions.
- Pupils are **not allowed** to save work on USB devices to bring home. USB ports can be 'switched off' during controlled assessment ICT sessions.
- Pupils are **not allowed** to upload or download their work to the school portal as they will be able to access this at home.
- Breaches of these measures can be interpreted as cheating and the pupils have been informed of the possible consequences.

### **What does formal supervision (high level of control) mean?**

- Pupils must be in direct sight of the supervisor at all times.
- Use of mobile phones, MP3/4 and other electronic devices is strictly prohibited and all breaches will be noted and reported to the exams office.
- The use of resources is tightly prescribed, normally only research folders/diaries.
- Pupils must complete all work independently but those pupils who work with learning support, following an assessment, can be assisted; this is noted and declared to the examination boards.
- Pupils are not permitted to communicate with each other. The assessment is carried out under 'examination conditions'.
- No assistance can be given to students.

### **What does informal supervision (medium level of control) mean?**

- Pupils do not have to be directly supervised at all times but there must be adequate supervision to ensure that work can be authenticated.
- Use of mobile phones, MP3/4 and other electronic devices is strictly prohibited and all breaches must be noted and reported to the exams office.
- Teachers must ensure that:
  - the pupils' work is their own
  - plagiarism does not take place
  - the contributions of individual pupils are recorded accurately.
  - pupils have access to resources.
  - pupils can work together.
  - pupils can receive limited teacher guidance.

### **What does limited supervision (low level of control) mean?**

- Some work can be completed without supervision, outside the classroom/centre.
- Pupils will be given guidance on how to complete low control tasks. They are usually research tasks that students can collect at home and bring to class.
- Pupils have access to resources such as books and files during low control tasks.
- Pupils can work together to collect information but how they use this information in their work must be on an individual basis.
- Pupils can receive guidance from teachers during low control tasks.