

Ysgol Hendrefelin



Controlled Assessment Policy

MONITORING AND EVALUATION OF POLICY

<i>Policy Type:</i>	<i>School</i>
<i>Review Cycle:</i>	<i>Annually</i>
<i>Last Review</i>	<i>March 2026</i>

Academic Year 2025–2026

Head of Centre: Ryan Duford (Centre Nos. 68808 and 68844)

Exams Officers:

- Ceri Kretzschmar (Centre No. 68808 – Bryncoch Site)
- Angelina Lewis (Centre No. 68844 – Velindre Site)

ALNCO: Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

1. Purpose of the Policy

This policy outlines the roles and responsibilities of staff involved in the planning, administration and quality assurance of GCSE controlled assessments.

The policy ensures compliance with:

- *JCQ Instructions for Conducting Controlled Assessments (current academic year)*
 - *JCQ Access Arrangements and Reasonable Adjustments*
 - Awarding body specifications and subject-specific guidance
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2. Head of Centre Responsibilities

The Head of Centre is accountable for the safe and secure conduct of all controlled assessments.

The Head of Centre will:

- Ensure compliance with JCQ regulations and awarding body requirements.
 - Coordinate annually with subject leaders to plan the scheduling of controlled assessments across Key Stage 4.
 - Ensure assessments are distributed appropriately over the course duration where possible.
 - Oversee resource planning, including:
 - Resolving timing clashes or operational issues.
 - Managing access to specialist facilities (rooms, ICT networks, off-site activities, etc.).
 - Ensure all relevant staff receive a calendar of assessment events.
 - Ensure confidential materials are securely stored across both sites.
 - Create, publish and regularly review an Internal Appeals Policy relating to controlled assessments.
 - Ensure robust internal standardisation procedures are in place.
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3. Head of Centre / Subject Leader Responsibilities

The Head of Centre and Subject Leaders will:

- Select the appropriate awarding body and GCSE specification.
- Ensure compliance with terminal assessment requirements, including:
 - A minimum of 40% of the total qualification being taken in the examination series in which the qualification is certificated (in line with awarding body regulations).
- Ensure internal standardisation of marking for all internally assessed components.
- Ensure teaching staff:
 - Understand their responsibilities.
 - Are familiar with specification requirements.
 - Have access to subject-specific guidance and teachers' notes.
- Develop or contextualise assessment tasks (where permitted) in line with awarding body control requirements.

4. Teaching Staff / Subject Teacher Responsibilities

Teaching staff will:

- Comply with JCQ and awarding body regulations for controlled assessments.
- Provide the Exams Office with all relevant unit codes.
- Obtain confidential assessment materials in sufficient time and ensure secure storage.
- Supervise assessments at the required level of control.
- Provide only permitted assistance as defined by the specification.
- Ensure candidates and supervising teachers sign authentication forms.
- Mark internally assessed components using awarding body mark schemes.
- Submit marks via the Exams Office within published deadlines and retain records.
- Securely store candidates' work:
 - Between assessment sessions (where applicable).
 - After completion until the deadline for enquiries about results.
 - Until resolution of any enquiry or appeal.
- Liaise with the ALNCO regarding approved access arrangements.

5. Exams Office Responsibilities

The Exams Officers (68808 and 68844) will:

- Enter students for all relevant units before final entry deadlines.
- Enter 'cash-in' codes for the terminal examination series.
- Receive, store and transmit confidential materials securely.

Controlled Assessment Policy

- Download, distribute and collect mark sheets.
 - Submit marks to awarding bodies within required deadlines.
 - Arrange appropriate accommodation where controlled assessments cannot be conducted in normal classrooms, under SLT direction.
 - Ensure consistency of procedures across both sites.
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6. Head of Centre / ALNCO Responsibilities

The Head of Centre and ALNCO (Cerian Flannery) will:

- Ensure access arrangements are applied for in accordance with JCQ regulations.
 - Work with teaching staff to ensure approved arrangements are implemented correctly.
 - Ensure appropriate deployment of support staff.
 - Maintain clear records of access arrangements across both sites.
 - Ensure assessment integrity is maintained at all times.
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7. Security and Storage

All confidential materials and candidate work will be stored securely in accordance with JCQ regulations at both sites. Access will be restricted to authorised personnel only.

8. Internal Appeals

Ysgol Hendrefelin maintains a separate Internal Appeals Policy for controlled assessments, outlining procedures for candidates who wish to appeal internally assessed marks prior to submission.

9. Monitoring and Review

This policy will be reviewed annually or earlier if JCQ or awarding body regulations change.

Controlled Assessment Policy

Policy Review Record:

Policy Adoption and Review Dates		Signature	Signature
Date approved by Governors	28/03/2023	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	19/04/2024	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	08/04/2025	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	17/03/2026	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)

