



**Controlled Assessments, Coursework and NEA. 2017 – 18**

**Centre: 37325**

Time	Action	Staff
September 2017	<p>Polices, including internal appeals policy available to staff, students and parents/carers            All relevant staff are aware of JCQ guidelines and subject specific instructions and reminded by SLT that they must read and adhere to JCQ regulations.</p>	<p>SLT            EO            MHD</p>
September 2017	<p>Audit departments in September (or at the end of previous academic year if possible) to establish which subjects have these elements in their specification.</p>	<p>EO            HoS</p>
September 2017	<p>Plan dates in school calendar September 2017 (if possible done by previous June).            If there are too many close together across subjects then liaise with SLT.</p>	<p>HoS            SLT</p>
September 2017	<p>All staff understand the requirements of all aspects of the specification.            Have secure storage facilities within the department.</p>	<p>HoS</p>
Prior to assessment	<p>Meet with individual HoS to ensure:</p> <ul style="list-style-type: none"> <li>appropriate rooming and staffing</li> <li>appropriate resources available</li> <li>individual teachers are aware of their responsibilities</li> <li>individual teachers are aware of subject specific instructions</li> <li>they know when confidential materials are available</li> <li>they know that material is to be stored securely at all times</li> <li>that there is a procedure for absent pupils in place</li> </ul>	<p>EO</p>



<b>Refer to awarding body.</b>	<b>Confidential materials received in school to be stored securely.</b>	<b>EO</b>
<b>Prior to assessment</b>	<b>Downloaded secure material is given to departments when needed and logged.</b>	<b>EO</b>
<b>February 2018</b>	<b>Access arrangements applied for. Work with teaching staff to ensure that requirements are met.</b>	<b>SENCO</b>
<b>During assessment period</b>	<b>Assessments to be carried out according to JCQ regulations. Report form and incident log to be completed after each session (including catch up sessions for absent pupils) and stored by HoS and made available on request. Completed work to be stored securely. Authentication sheet to be signed by pupils. Report in the first instance any irregularities to HoS and write down details immediately.</b>	<b>Teaching staff</b>
<b>At time of irregularity</b>	<b>Any irregularity should be reported at first available opportunity to head of centre and EO.</b>	<b>Teaching staff HoS</b>
<b>May 2018</b>	<b>Work to be marked and standardised internally by all teachers involved in the assessment. Centre assessed marks to be made known to students and consult with SLT if any reviews requested. Marks submitted to the board by date specified by board. Requested Sample to be prepared with all necessary documentation and given to EO for dispatch.</b>	<b>HoS</b>