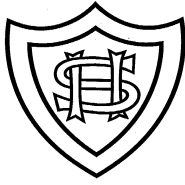


**Sacred Heart School
Swaffham**



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
 To value learning and curiosity
 To work for excellence
 To pursue the truth
 To inspire high ideals
 To stimulate generous service of others

Curriculum/ Academic

Controlled Assessment Policy

- It is the responsibility of each Head of Department to obtain the controlled assessment task details from the exam boards.
- The Head of Department should choose the most appropriate time for the controlled assessment to take place and inform the Examination Officer
- The Controlled Assessment may take place during timetabled class time, dependent on the level of control.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. Senior Management should be notified when high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up when high level control is required.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of supervision - high control means that students are under exam type conditions.
- All high level control materials must be kept securely at the end of each session.
- Separate areas for subject exam use must be used for high level control work which is being word processed. These must only be accessible to candidates during the controlled sessions. The work is then transferred into a clearly labeled folder in 'Academic' so that it cannot be accessed by candidates.
- If a student is absent, the teacher must allow that student the chance to make up the time.
- For long absences, special consideration should be applied for.
- Entries for controlled assessment must be made at the appropriate time.
- Attendance records from assessment sessions should be kept by the class teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, Senior Management should be informed.
- If a student's work is lost within the school, this must be reported to the exam board.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam board by the appropriate date.
- Candidates' work must be securely stored as above until all results have been verified.

Hilary Kenny January 2011
 Policy to be reviewed November 2012