

Controlled Assessment Procedure 003_P03



Purpose

To ensure all controlled assessments are carried out in accordance with College and relevant Examination Board requirements

Scope

All controlled assessments that form part of a qualification

The Procedure

Programme Teams/Teaching staff who deliver qualifications that involve controlled assessment will:

- a) Comply with the College Assessment Policy and Internal Verification procedure along with relevant Examination Board and JCQ guidelines for Controlled Assessments
- b) Ensure the timing of the controlled assessment ensures that all candidates can complete the assessment making full use of the allowed time/guidelines as set by the Examination Board.
- c) Ensure the internal submission date allows the assessment to be assessed and internally moderated before the Examination Board Submission date
- d) Ensure appropriate ALS guidelines are followed
- e) Where appropriate students should be informed of their mark
- f) Ensure, where appropriate, time is allowed for candidates to request a review of marking prior to the final submission date by the Examination Board.
- g) Supply to the Head of Division and Examination Officer, at least two weeks prior to the start of the assessment period, details of Controlled Assessment being carried out including:
 - Examination Board
 - Qualification Title
 - Unit/Module Names
 - Dates and Times
 - Locations
 - Staff responsible for monitoring
 - Staff responsible for marking
 - Total time allowed for the assessment if set
- h) Ensure completed assessments are assessed following relevant Examination Board and College Procedures
- i) Ensure any infringements of the appropriate Controlled Assessment guidelines or relevant College procedures are to be recorded and followed up appropriately

Responsibilities of the Head of Division and Examination Officer

- j) Head of Division to ensure assessments are carried out in an appropriate manner
- k) Examination staff to sample the Controlled Assessment process to ensure they are being conducted in line with Examination Board and JCQ requirements
- l) Marked assessments should be held securely until after certification and for any period required by the Examination Board

Related Procedures

- 004_P02 Internal Verification
- 003_P01 Examination

Date of Last Review June 2020