



Bromley Adult Education College

Externally Set and Controlled Assessment Staff Responsibilities

2020-21

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Purpose of Document

The purpose of this document is to outline staff responsibilities with regard to externally assessments at Bromley Adult Education College

Qualifications Officer

- Accountable for the safe and secure conduct of externally set assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- Before the start of the academic year, begin co-ordinating with curriculum leaders to schedule externally set assessments.
- Map overall resource management requirements for the year. As part of this resolve:
- Clashes/problems over the timing or operation of externally set assessment or issues arising from the need for particular facilities (rooms, secure storage, IT suites and equipment etc)
- Ensure that all staff involved have a calendar of events
- Create, publish and update the internal appeals policy for externally set assessments.

Curriculum Leaders

- Decide on the awarding body and specification for a particular subject.
- Standardise internally, the marking of all teachers involved in assessing an externally set and internally assessed component.

- Ensure that individual teachers understand their responsibilities with regard to externally set assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
 - Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting externally set assessments.
- Understand and comply with the awarding body specification for conducting externally set assessments, including any subject specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply the exams' office with details of all unit codes for externally set assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment/s and ensure that such materials are stored securely at all times.
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising tutors sign the authentication forms on completion of the assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

- Retain candidates' work securely between sessions (if more than one).
- Post-completion, retain candidates' work securely until the expiry of enquiry about result period has passed.
- Speak to the exams office staff and/or curriculum leaders regarding any access arrangements required.

Exams Office Staff

- Enter students for individual units, whether or not assessed by externally set assessment, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams' office, to be responsible for the receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- Download and distribute authentication sheets for teaching staff to use and collect and send completed authentication sheet to awarding bodies, as required.
- On occasions where externally set assessment cannot be conducted in the classroom, arrange suitable accommodation where externally set assessment can be carried out, at the direction of the curriculum leaders.
- Ensure access arrangements have been applied for, if appropriate.
- Work with teaching staff to ensure students' requirements for access arrangements are met.


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01/09/20.

Head of Adult Learning

Qualifications Officer

Date

This document is next due for review August 2021

