

12 Step Distribution of Controlled Assessment

This guide should be read in conjunction with other mandatory documentation including the Regulations for Controlled Assessment and Assessor Instruction and Guidance.

Step 1.

At the beginning of every academic session, we will make the list of the assessment topics available to you on our website. This will maintain confidentiality and will allow Assessors from the start of each session to understand the topics available for learner assessments without having to view the live bank of papers. It will also allow Assessors to decide whether contextualisation will be required for their learners.

Step 2.

When the learners are ready to sit their controlled assessment, the Assessor will then notify the Designated Person of which assessment they require for their learners, based on the topics list available to them. The Designated Person must book the learners for the controlled assessment via the customer facing Portal (the declaration screen will record the learners involved, the date and who made the booking). This step is required every time a controlled assessment is planned.

Step 3.

The declaration will remind the Designated Person that the controlled assessment must be delivered within 2 weeks of the step 2 confirmation. You will also be notified that this confirmation will trigger a notification to NCFE for the purposes of moderation/monitoring. The 2 week timeframe supports limiting the exposure of papers to a wider range of staff. It also ensures that live assessment materials are not stored for long periods of time.

Step 4.

Once the declaration is made, this will allow the Designated Person at your centre to access a password document from the Portal. This password document must not be downloaded and access must be restricted to the Designated Person and or a deputy in their absence. The passwords will be refreshed regularly, therefore the controlled assessment chosen for the booking must be downloaded asap and within 2 weeks.

Step 5.

The Designated Person will then access the Functional Skills Qualification Information page on Qual Hub on the NCFE website and the password protected zip files, containing the assessments. All assessments for that academic session will be available for the subject and level, within the same zip file. The Designated Person must download and store these assessments to a secure area within your centre system, with access restricted to the Designated Person and/or a deputy in their absence.

Step 6.

At this point the Designated Person must notify the relevant Assessor(s) that the assessments are available for the topic that was chosen. Assessors must consider which topics have already been used to ensure sufficient rotation across the assessments and to also ensure that any learners resitting are allocated a different assessment (The Designated Person will also be expected to check this). At this point NCFE's assessment tracking document must be completed by the Designated Person, to record which assessments are allocated to which learner.

Step 7.

Note: If you make the decision to contextualise the materials at this point, pre-approval is required from NCFE. Further information on how to apply is included in Regulations for Conduct of Controlled Assessment – Functional Skills. Once approval is given you will need to notify your allocated External Quality Assurer prior to your External Quality Assurance visit.

Step 8.

The Designated Person must then ensure that the assessments chosen by the Assessor(s) are securely printed, prior to the assessment date and stored securely within sealed envelopes. In cases where the Assessor is contextualising an assessment, they are able to have access earlier within those 2 weeks to enable them to adapt the context and gain approval from NCFE. In cases where there will not be contextualisation, the controlled assessment paper would not be accessed other than for printing for step 8.

Step 9.

The assessments within the sealed envelopes should only be removed from the secure storage, by the Designated Person and given to the Assessor in time for the assessment taking place. The only exception would be to allow for transporting the materials to another location. In this case, they must be removed from the secure storage at the latest possible moment, and transported to the relevant location by a Designated Person who has sight of the materials at all times. Once at the new location they should be securely stored until the time of the assessment.

Step 10.

Once removed from the secure location, by the Designated Person and given to the Assessor, the materials must be taken to the assessment room. Once in the assessment location the papers can be removed from the sealed envelope and distributed for the assessment to take place.

Step 11.

NCFE's assessment tracking document must be completed by the Assessor for each learner that attends. This is essential to inform resits, as learners are not allowed to resit the same assessment. It is also imperative that you evenly rotate across all available assessments throughout the session.

You must make NCFE's assessment tracking document available so the EQA can check this during your External Quality Assurance visit and we may request that these are sent to NCFE for audit purposes.

Step 12.

Immediately after an assessment, the Assessor will return the completed and unused assessments to the Designated Person, to be stored securely. If they can't be returned immediately due to location or time of the day, the Assessor must ensure the materials are stored securely until the point that they can be returned. Once received by the Designated Person, they will check that all papers have been returned, confirm that NCFE's assessment tracking document has been updated, and securely destroy any unused papers. The process for secure destruction will be checked at both the External Quality Assurance visit and by the Audit Visit Officer. Any non-adherence or concerns will result in an action for your centre. Non-completion of actions could result in our malpractice and maladministration policy being followed/invoked.