

## **Controlled Assessment Policy**

**Centre Name:** Footprint School of Business (FSOB)

**Policy Area:** Assessment and Quality Assurance

**Effective Date:** 1 April 2026

**Review Date:** 1 April 2027

### **1. Policy Statement**

Footprint School of Business (FSOB) is committed to ensuring that all controlled assessments are conducted in a secure, fair, valid, and reliable manner, fully compliant with NCFE requirements.

Controlled assessments are designed to:

- Ensure the authenticity of learner work
- Maintain assessment integrity
- Prevent malpractice and maladministration
- Provide equitable conditions for all learners

This policy outlines how FSOB manages, delivers, and quality assures controlled assessments in accordance with NCFE standards and regulatory expectations.

### **2. Scope**

This policy applies to:

- All NCFE-regulated qualifications delivered by FSOB
- All staff involved in assessment delivery, invigilation, and internal quality assurance
- All learners undertaking controlled assessments

### **3. Definition of Controlled Assessment**

Controlled assessment refers to any internally assessed work that must be completed under specified conditions set by NCFE, which may include:

- Supervised or invigilated environments
- Time constraints
- Restricted access to resources

- Controlled levels of support

#### **4. Principles**

FSOB ensures that all controlled assessments:

- Are conducted under clearly defined and consistent conditions
- Produce authentic learner evidence
- Are free from bias and unfair advantage
- Comply with NCFE assessment guidance and qualification specifications

#### **5. Roles and Responsibilities**

##### **5.1 Centre Management**

- Ensure compliance with NCFE regulations
- Provide appropriate resources and facilities
- Oversee implementation of this policy

##### **5.2 Assessors**

- Deliver controlled assessments in line with NCFE requirements
- Clearly communicate assessment conditions to learners
- Ensure no unauthorised assistance is provided
- Maintain accurate assessment records

##### **5.3 Internal Quality Assurer (IQA)**

- Monitor the consistency and validity of controlled assessments
- Sample assessment decisions
- Ensure adherence to this policy and NCFE standards

##### **5.4 Invigilators (where applicable)**

- Supervise assessments to ensure compliance with conditions
- Prevent malpractice
- Report any irregularities

##### **5.5 Learners**

- Comply with all controlled assessment conditions
- Produce their own independent work
- Declare authenticity of submissions

## **6. Assessment Conditions**

Controlled assessments at FSOB will be conducted under one or more of the following conditions, as specified by NCFE:

### **6.1 Supervision**

- Assessments must be completed under direct supervision where required
- Levels of supervision will align with NCFE guidance

### **6.2 Time Constraints**

- Learners must complete assessments within specified time limits
- Any deviations must be formally approved and documented

### **6.3 Resource Control**

- Only permitted materials may be used
- Access to the internet, notes, or external support will be restricted as required

### **6.4 Collaboration**

- Individual work must be clearly distinguished
- Group work (if allowed) must still demonstrate individual contributions

## **7. Authentication of Learner Work**

FSOB ensures authenticity through:

- Signed learner declaration of authenticity
- Assessor confirmation of work validity
- Use of plagiarism detection tools where appropriate
- Monitoring during assessment

Any suspected malpractice will be handled in accordance with the centre's Malpractice and Maladministration Policy.

## **8. Security of Assessment Materials**

- Assessment materials will be securely stored before and after use
- Access will be restricted to authorised staff only
- Completed assessments will be securely retained in line with NCFE retention requirements

## **9. Reasonable Adjustments and Special Considerations**

FSOB will:

- Apply reasonable adjustments in line with NCFE guidance
- Ensure adjustments do not compromise assessment validity
- Record all adjustments using appropriate documentation (e.g., VQ/IA forms)

Special considerations will be applied where learners are affected by unforeseen circumstances.

## **10. Recording and Documentation**

The following records will be maintained:

- Assessment schedules
- Attendance and supervision logs
- Learner authentication statements
- Assessment decisions and feedback
- IQA sampling records

All documentation will be retained in line with NCFE requirements.

## **11. Internal Quality Assurance**

Controlled assessments are subject to:

- Regular IQA sampling
- Standardisation meetings
- Continuous monitoring of assessor decisions

This ensures:

- Consistency of marking
- Fairness across cohorts
- Compliance with NCFE standards

## **12. Malpractice and Irregularities**

Any suspected or confirmed malpractice during controlled assessments will:

- Be reported immediately
- Be investigated in line with centre policy
- Be reported to NCFE where required

Examples include:

- Plagiarism
- Collusion
- Use of unauthorised materials
- Impersonation

## **13. Appeals**

Learners have the right to appeal assessment decisions.

All appeals will be handled in accordance with the centre's Appeals Policy.

## **14. Monitoring and Review**

This policy will be:

- Reviewed annually or in response to NCFE updates
- Evaluated through IQA and EQA feedback
- Updated to reflect best practice and regulatory changes