

Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

This form should be completed by the Head of Centre as a statement of compliance to confirm that your centre's policy is in place for the delivery of Teacher Assessed Grades for General Qualifications in 2021.

The questions asked in this form are intended to provide a summary of the Centre Policy, and will be reviewed as part of the External Quality Assurance process carried out by exam boards.

Questions marked with an * are a required field and must be filled in.

For further information please refer to the 'Centre policy' section of the [JCQ guidance](#).

Status: Submitted

Policy Attachment

Please upload your Centre Policy document here

Centre Policy Summer 2021.docx.pdf [Download](#)

I confirm that I have attached the Centre Policy document

Yes

Centre Details

Centre Number

17243

Centre Name

THE JOHN WARNER SCHOOL

Head of Centre Name

Jeremy Scott

Head of Centre Email address

Please select all exam boards your centre has made entries with this Summer *

jms@johnwarner.herts.sch.uk

Roles And Responsibilities

Our Centre Policy defines the Roles and Responsibilities of Key personnel in the Centre

Yes

Training, Support and Guidance

Centre based training will be in place for all teachers determining teacher assessed grades

Yes

All staff determining teacher assessed grades will receive specific training on how to achieve objectivity in setting questions, marking student work and decision making for teacher assessed grades

Yes

We have put in place specific support for Newly Qualified Teachers and teachers less familiar with assessment

Yes

We have put in place appropriate guidance for teachers to ensure they are confident in the authenticity of student evidence, and how to deal with cases where evidence is not thought to be authentic

Yes

Appropriate Evidence

All teachers determining teacher assessed grades will have regard for the Ofqual Information for Heads of Centre, Heads of Department and Teachers, DfE guidance on recommended evidence, and further exam board guidance

Yes

In line with the Ofqual Information for Heads of Centre, Heads of Department and Teachers, evidence and records on which a student's grade is based, will be retained safely by the centre and will be made available for the purposes of external quality assurance and appeals

Yes

Our centre will use the following evidence across subjects to determine students teacher assessed grades (Please select all that apply) *

Whole past papers Additional Assessment Materials provided by exam boards Completed or incomplete Non-Examined Assessment (often referred to as coursework) Mock exams Substantial class or homework (including those that took place during remote learning) Internal tests taken by students Records of a students capability and performance over the course of study in performance-based subjects such as music, drama and PE Records of each student's progress and performance over the course of study Other

Briefly describe how you will ensure an appropriate balance of evidence to determine teacher assessed grades that are awarded consistently and fairly to students (Please note there is a 1500 character limit)

Ensure that all teachers involved in deriving teacher assessed grades read & understand the Centre Policy. In subjects where there is more than one teacher &/or class in the department, ensure that our centre carries out an internal standardisation process. Ensure that all teachers have access to training & support to ensure they take a consistent approach. Conduct internal standardisation across all grades. Ensure that the relevant evidence will form the basis of internal standardisation & discussions across teachers to agree the awarding of TAGs. Students will be asked to complete & sign a Candidate Declaration. Subjects will be asked to complete a Variation for Individual Students form where appropriate. Where there is only one teacher involved in marking assessments & determining grades, then the output of this activity will be reviewed by an appropriate member of staff within the centre. This will be the Head of Faculty or other Subject Leader within a faculty with feedback given to SLT on the process. Teachers making judgements will have regard to the Ofqual Head of Centre guidance on recommended evidence, & further guidance provided by awarding organisations. All candidate evidence used to determine teacher assessed grades & associated documentation, will be retained & made available for the purposes of external quality assurance and appeals. Assessment evidence will be selected from appropriate sources as detailed in the Centre Policy.

Briefly describe your approach to ensure that teachers consistently apply assessment criteria and standards within and across subject departments (Please note there is a 1500 character limit)

The centre will consider grades awarded to students in previous June examination series (2017-19) including cohort size, prior attainment profiles and the stability of outcomes. Subject and centre variation will be considered as part of our internal QA process. We will use FFT analysis to provide external benchmarking and comparison. To ensure objectivity, all staff involved in determining teacher assessed grades will be made aware that maintaining a focus on evidence and criteria-led assessment is key to ensuring that students are awarded grades fairly. Further guidelines on remaining objective are detailed in the Centre Policy. In respect of equality legislation, we will consider the range of evidence for students of different protected characteristics that are included in our internal standardisation. We will ensure that teachers and Heads of Faculty/Subject Leaders maintain records that show how the teacher assessed grades process operated, including the rationale for decisions in relation to individual marks/grades. This forms part of our approach to recording decisions and retaining evidence and data together with further information as detailed in the Centre Policy. We will ensure that evidence is retained electronically or on paper in a secure centre-based system that can be readily shared with our awarding organisation(s).

All evidence used to determine teacher assessed grades for students will take account of appropriate access arrangements and reasonable adjustments

Yes

Teacher Judgements will be based only on records and evidence that demonstrate a student's performance in relation to the subject content that they have been taught (or in the case of private candidates, the subject content they have studied)

Yes

We confirm that teachers will share with students and parents information about the range of evidence considered in grading decisions, but will not disclose final teacher assessed grades to students or parents before results are issued

Yes

We will record and document all cases of malpractice and maladministration in accordance with the guidance provided by exam boards

Yes

We will record and respond to all allegations of Conflict of Interest in accordance with guidance provided by exam boards

Yes

We will have arrangements in place to ensure a comparison of teacher assessed grades at qualification level to results for previous cohorts at the centre taking the same qualification in an exam year (2017, 2018 or 2019)

Yes

Where the overall results at GCSE, AS or A level look very different from recent years (2017, 2018 or 2019), we will record the likely reasons for this. We will make this commentary available for review during the external quality assurance process upon request

Yes

All documentation, including Head of Centre checklists, and where used, Departmental and Assessed Evidence grids and Candidate Assessment Records, will be retained and made available to awarding organisations upon request

Yes

Private Candidates

Our centre accepts entries for and will be awarding teacher assessed grades to private candidates (If you answer the first question 'Not applicable' please also enter 'Not applicable' in the brief description field below it)

Yes

Briefly describe your approach to gathering a range of evidence to assess private candidates, including whether you will accept evidence from other established educational providers (Please note there is a 1500 character limit)

We have 2 ex-students entered for examinations through our school. The school will be gathering the evidence as these students are working alongside our own students and sitting the same assessments.

I confirm that we will follow the JCQ interim guidance for centres accepting private candidates

Yes

Centre Policy Portability

Our centre is in a UK jurisdiction other than England and has completed a Centre Policy or equivalent for CCEA, SQA or WJEC

Not applicable

Our arrangements for ensuring confidentiality of centre determined grades for Ofqual regulated qualifications are compliant with those outlined in the JCQ Guidance

Yes
