

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

JCQ-Guidance-Centre-policy.docx [Download](#)

I confirm that I have attached the Centre Policy document

Yes

Centre Details

Centre Number

37110

Centre Name

BECKFOOT UPPER HEATON

Head of Centre Name

Graeme Wrightson

Head of Centre Email address

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

gnw@beckfootupperheaton.org

AQA Eduqas OCR Pearson

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)

All staff have been instructed to read the JCQ guidance on what evidence they need to consider and include in a teacher assessed grade. We also have assessment trackers for common assessments within each subject. Students have sat a range of mock exam papers and formal assessments done using previous exam papers and materials found on relevant exam board sites. We have a QA process in the school which ensures that this work is moderated at subject level. The grades will also go through a QA process by the faculty/subject leader, at leadership team level and by the Beckfoot Trust prior to submission. We have ensured an adequate coverage of the courses that focuses on the material that has been taught.

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)

All teachers take part in standardisation and moderation meetings and processes within their subject. The faculty and subject leaders have completed moderation and standardisation training. There is a moderation meeting between subject teacher and faculty/subject leader to consider all the evidence before arriving at a teacher assessed grade. The subject faculty leader then has a moderation meeting with the head of centre and the two deputy head teachers for the teacher assessed grades within their area. There is then another layer of QA in a meeting between the head of centre, the two deputy head teachers and the school data manager to consider three year trends. The final layer of QA is undertaken by the Beckfoot Trust prior to a final submission.

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)

Not applicable

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)

Not applicable

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