

**Centre policy on assessment and quality assurance processes for the summer 2021
alternative arrangements**

Centre Name: Alun School	Centre Number: 68140
Policy adopted by Board of Governors on (insert date):	Policy issued to staff on (insert date):
Member of staff responsible for the policy:	Jane Cooper

Statement of Intent

The purpose of this Centre Policy is:

- to ensure that Centre Determined Grades (CDG) are conducted fairly, consistently, free from bias and effectively within and across departments and maintained throughout the process
- to ensure the operation of effective processes with clear guidelines and support for staff
- to ensure that all staff involved in the processes clearly understand their roles and responsibilities
- to support teachers to take evidence-based decisions in line with Qualification Wales requirements
- to achieve a high standard of internal quality assurance in the allocation of CDGs
- to ensure the centre meets its obligations in relation to equality and disability legislation
- to ensure we meet all requirements set out in the Special Regulatory Conditions, Joint Council for Qualifications and Awarding Organisation instructions for Summer 2021 qualifications.

It will be the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand, and implement the policy.

1. Roles and responsibilities

- **Chair of Governors** – Mrs T. Gilliland – will seek approval of this policy from the governing body.
- **Headteacher** – Mrs J. Cooper – overall responsibility for all legislative and regulatory duties as an examination centre, ensuring CDG guidance is followed, ensuring internal quality assurance processes and completion of Head of Centre declaration.
- **Examinations Officers** – Mrs A. Topliss and Mrs Z. McAughrey – ensure accurate and timely entries and that information from the WJEC is shared promptly. Ensuring accurate submission to CDGs to WJEC and making applications for appeals. Assisting colleagues to ensure agreed processes are followed.
- **ALNCO** – Mr. D. Goodchild - ensure access arrangements and reasonable adjustment guidance is shared with colleagues and is followed.
- **SLT** – support for staff and the Head of Centre and ensuring that the internal quality assurance of final CDGs is robust and consistent across departments. The senior team will ensure clear communication with all stakeholders.
- **Area Coordinators and Subject Leaders** – complete and carry out assessment plans in line with all published guidance, ensure consistency, agree any adjustments that are made and manage records and storage of evidence and Learner Decision Records. If required, they will retrieve evidence to support any reviews that might take place. They will ensure access arrangements guidance is followed.
- **Teaching staff** – ensure they work within the agreed timeframes, under the direction of subject and area leaders and that assessments are completed under appropriate levels of control and have sufficient evidence to make fair, valid and reliable assessment for each learner. Teachers will collect and store work submitted during the assessment process and ensure reasonable adjustments and access arrangements are followed.
- Relevant staff will have completed specific training as provided by the WJEC.

2. Subject assessment plans

- Subject and curriculum leaders will have developed their assessments plans.
- Subject assessment plans will have considered WJEC qualification assessment frameworks and specify the assessment evidence that will be gathered.
- Draft plans will be evaluated, and best practice shared between departments at middle leader meetings.
- A combination of anchor assessments (NEA, WJEC published adapted papers and centre devised assessments) and subsidiary assessments (mock examinations and key assessments) will be used. Subject assessment plans will include details of weightings.
- Chosen assessments will be supported by WJEC mark schemes.
- Plans will be quality assured by SLT to ensure assessment plans are implemented successfully.

- **Subject assessment plans will include:**

- A) details of the evidence used
- B) a schedule of evidence collection
- C) a plan for the storage of assessment data
- D) details of the level of control under which work was produced
- E) information relating to quality assurance arrangements
- F) an understanding of how access arrangements and matters relating to equality are addressed
- G) details of staff training
- H) a plan for overall grading decisions based on weightings of evidence
- I) information about how communication will take place with students

3. Centre devised assessments

- The Centre Determined Grade will be generated using evidence of work completed by a student using the adapted specification content.
- When determining grades all departments in the school will be using the WJEC resources as part of their assessments.
- Where amendments are made to WJEC assessments reference will be made to the WJEC Centre Assessment Creation Guide and/or WJEC training.
- Any departments that decide to devise their own assessments will have used the online training on assessment foundations and creation available on the 2021 area of the WJEC secure website.
- Any centre devised assessment materials must follow all school policies and procedures as well as those of WJEC and QW.
- As part of the QA process centre devised assessments will be checked by other suitably qualified members of staff who have also undertaken the required WJEC training. These assessments will also be part of the moderation process taking place in all departments.
- Non-Examination Assessment (NEA) exists in many qualifications and, where used, may contribute towards the determination of a grade.

- Teachers may use evidence from previously completed WJEC past-paper questions which have been externally quality assured, have a published mark scheme and have been completed under conditions that gave a suitable level of control.
- Mock exams and/or other assessment work may be used as subsidiary assessments to confirm a judgement but will not be used as evidence in isolation.

4. Assessment delivery

- Most assessments will be completed following publication of WJEC guidance and resources. Relevant staff have completed all training provided by the WJEC and meeting time has been provided to allow them to do this. This training, as well as written guidance, will be followed by all those involved in the CDG process.
- Some assessments have been completed as part of remote learning. When this has been the case departments have used a range of techniques to ensure work has been produced by students including sharing live documents and requiring assessed work to be submitted as soon as the lesson is over.
- When work is completed face-to-face teachers have ensured levels of control are high and that all work has been produced by students. Levels of control will be similar to those usually used for non-examined assessments (NEAs).
- Assessment materials and student work will be securely stored by departments in locked rooms or cupboards. Electronic assessments will be securely stored on the school network.
- As in any other year advice regarding examination technique and targets for improvement have been provided when work has been completed and students have been expected to act on this in future.
- Appropriate provision for students with access arrangements has been made and guidance regarding the alternative arrangements in place for the summer 2021 series has been followed.
- Where a conflict of interest may exist the centre has informed the board in the usual way and other members of relevant departments have played a role in the moderation process.

Malpractice

Assessments will follow the centre authentication procedures which include:

- Following the centre 'Non-Examination Assessment Policy'.
- Teachers must be sufficiently familiar with pupil's general standard to judge whether the piece of work submitted is within his/her capabilities.
- Where required pupils will sign a declaration to confirm the work submitted is their own unaided work.
- Teachers will confirm the authentication of the assessment after it has been completed confirming that:
- The work is solely that of the pupil concerned.
- The work was completed under the required conditions

If the teacher has doubts to the authenticity of the work they will:

- Conduct a question and answer session with the pupil.
- Compare pupil performance at home with work completed within the classroom.
- Remind pupils of the risks of getting help at home which could constitute over assistance.

- Inform a member of the senior leadership team with concerns of any malpractice.

Centre will follow the JCQ 'Suspected Malpractice Policies and Procedures' and will ensure that:

- Pupils have had copies of all JCQ 'Information for Candidate' documents.
- Teachers are familiarised with the JCQ document 'Notice to Centres – sharing NEA material and candidate's work'.
- Head of Centre and senior leaders will ensure that teaching staff involved in the direct supervision of candidates producing work for assessment are aware of the potential for malpractice.
- Remind teachers that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.
- If malpractice is proven the centre will not accept the pupil's work for assessment or record a mark of zero for internally assessed work.
- A record will be kept of all suspected cases of pupil or staff malpractice.
- In accordance with standard practice the centre will have policies in place to prevent candidate and staff malpractice, as documented in JCQ procedures. These procedures are well known by staff and will be clearly communicated to students.

Conflicts of Interest

The centre will declare all conflicts of interest to the awarding bodies as defined in the JCQ General Regulations section 5.3 which will include:

- Any member of staff taking qualifications at their own centre.
- Any members of staff who are teaching and preparing members of their family or close friends and their immediate family for qualifications which include all assessments.

Clear records will be maintained which will include details of the measures taken to mitigate any potential risk to the integrity of the assessment affected. These records will be retained until all reviews / appeals / malpractice has been completed.

- Evidence on which a learner's grade is based and copies of learner work and mark records will be kept by departments and details of subsidiary evidence made available if required.
- Decision making records and copies of access arrangements will be kept securely on the school network and copies can be made available by the exam office.
- The school pastoral team will make available to relevant teachers any information relating to personal circumstances that may affect learner performance.
- Where external factors, e.g. lockdown, prevent work from being completed in school students will complete work at home. In these circumstances the centre will require work to be submitted immediately at the end of the agreed timeframe. This work will be considered alongside work previously produced to help verify authenticity.

5. Quality assurance of assessment and grading decisions

- The centre has robust quality assurance processes in place to promote consistency and ensure the grades determined are valid, reliable, equitable and avoid discrimination.
- Marking of student work will be in accordance with WJEC mark schemes.
- There will be additional moderation within departments and faculties subject leaders and heads of area will ensure the sample of work to be moderated covers all teachers and a full spectrum of work as well as work of students with protected characteristics. Approaches across departments will be based on common criteria and there will be clear distinctions in the roles of assessor and verifier.
- In departments where teachers work in isolation opportunities will be available for evidence to be moderated by another suitably qualified person.
- Grading guidance produced by the WJEC will be followed and staff are all able to access the training on 'avoiding bias and discrimination' available on the WJEC secure website.
- Relevant 4Matrix, ALPS and other internal tracking data will be utilised. This will enable outliers of learner performance to be investigated and will enable SLT to review grade distribution against historical data from previous centre exam series performance.
- A representative sample of student work will be moderated. In very small subjects this main include the work of all students.
- If internal moderation highlights the need to adjust a teacher's decision the head of department and SLT link will work with the teacher to look again at the evidence and make any necessary changes to CDGs.
- Internal moderation will ensure learners with Protected Characteristics are included in the sampling, to conform with Public Sector Equalities Duty legislation.
- The school will take part in any cross moderation process set-up by the regional consortia. At all times the importance of objectivity and avoiding bias and discrimination will be stressed. School has attended all WJEC and regional events to garner and share appropriate information.
- Where there is insufficient evidence, or where evidence is below that required for the lowest awarded grade of a qualification then a U grade will be awarded.
- Records of the Quality Assurance processes will be checked by SLT as will grade distribution against historical data.
- Special consideration will be applied in line with the WJEC Guide to Centre Policy.

6. Learner and parents/carers communication

- Frequent communication has been maintained with learners and parents. This has included publishing the centre policy on the school website and publicising it using social media. The pastoral team, Sixth Form staff, relevant departments and the school SLT have responded to all queries and will continue to do so. Year 11 parents have had the opportunity to ask questions at a recent parents' evening.
- Assessment timetables will be discussed by their class teachers who will also outline the information that will be considered when determining CDGs.
- Assessment timetables will clearly outline when assessments will be completed and the information that will be considered by subject teachers when determining CDGs.
- Learners will be provided with guidance about the topic to be covered but will not be given the assessment to view in advance.
- Learners will be reminded that all work needs to be their own and that if this is not the case then this would be considered malpractice.
- All letters to learners from QW have been shared with students via email.
- The school has provided copies of all documents regarding CDGs and has answered any questions that have arisen.
- The school is committed to ensuring communication with parents/carers is transparent and written in a clear format.

7. Internal reviews and complaints

- All learners be informed of their right to request a review of their grade once provisional grades are issued in June.
- The centre will take into account the guidance produced by the WJEC and the Qualifications Wales '*alternative arrangements*' document. The centre's complaints and internal appeals procedures will reflect this.
- The centre will follow all future guidance produced by the WJEC.
- Data will be submitted to the WJEC by the specified date and students informed of provisional grades.
- If a student is not satisfied they will be able to appeal. In the **first** instance this will be to the centre on grounds of judgement or procedural error. The **second** stage will involve an appeal to WJEC on grounds that the judgement that the centre has made is unreasonable and/or procedural error has been made. The **third** stage involves a request to Qualification Wales for an Exam Procedures Review Service (ERPS) review of whether the WJEC has followed procedures.
- A member of the SLT who has not played a role in the assessment process will lead on reviews and appeals.
- Any appeals may result in grades being raised, lowered or upheld.



Centre policy portability across jurisdictions

Centre Name: Alun School

Centre Number: 68140

As this centre is located in Wales, this section outlines our approach to Ofqual-regulated awards, where it differs from those of WJEC and to whom a Centre Policy or equivalent has been submitted.

A. Centre policy portability

This section outlines our approach to the grades determined by this centre for Ofqual-regulated qualifications only where the requirements differ from those in my centre's jurisdiction.

- *Our arrangements for ensuring confidentiality of teacher assessed grades for Ofqual-regulated qualifications are compliant with those outlined in the JCQ Guidance on Release of Results, June 2021.*