

**DRAFT POLICY FOR  
ASSESSMENT AND QUALITY ASSURANCE  
PROCESSES FOR THE AWARDING OF CENTRE  
DETERMINED GRADES  
SUMMER 2021 ALTERNATIVE  
ARRANGEMENTS.  
(WJEC qualifications)**

**FOR**

**Carrickfergus Academy  
Summer 2021**



Version	Date	Revision Author	Summary of Changes
1	March 2021	NTN & PDG	
2			

<b>Centre Name: Carrickfergus Academy</b>	<b>Centre Number: 71419</b>
<b>Policy adopted by Board of Governors on (insert date):</b>	<b>Policy issued to staff on (insert date): 22<sup>ND</sup> MARCH 2021</b>
<b>Member of staff responsible for the policy: P Downing</b>	

## 1. 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.

This WJEC specific policy should also be read in conjunction with the Carrickfergus Academy full Centre Determined Grade Policy.

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

<p><b>2. Roles and responsibilities</b></p> <p><b>Chair of Governors</b></p> <ul style="list-style-type: none"> <li>• Will approve the centre policy on assessment.</li> </ul> <p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Will ensure that teachers, subject leaders, exams officers and ALNCo are aware of their different roles and responsibilities.</li> <li>• They will ensure that internal quality assurance practices have been followed.</li> <li>• They will take overall responsibility for the school as an examination centre.</li> <li>• They will sign the Head of Centre declaration.</li> </ul> <p><b>Senior staff involved in Quality assurance of assessment plans and final decision</b></p> <ul style="list-style-type: none"> <li>• Senior staff will be involved in supporting the Head of Centre in the internal quality assurance of final CDGs. They will provide a clear policy on how records and evidence will be stored securely, achieving a consistent approach across all departments.</li> <li>• They will provide training and support for staff throughout the quality assurance process.</li> </ul>
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**ALNCo**

- Will communicate with teachers the arrangements for those students with additional learning needs.
- Will ensure that those who have additional learning needs are catered for, for example, extra time for assessments, modified papers or the use of a laptop.
- All support will be in line with JCQ guidelines.

**Curriculum/Subject leaders**

- Will check and oversee the assessment policy for WJEC
- Will be responsible for ensuring that moderation has been carried out on the pupils' work that may be submitted as evidence.
- Will be responsible for ensuring the correct administration has been carried out in regards to student work.
- Will store results electronically, ensuring that material and marks can be retrieved easily should they be needed as evidence.
- The Subject leader will oversee the full process applied in deciding on CDGs.

**Teaching staff**

- Will ensure that appropriate assessments take place under the appropriate level of control.
- Will ensure that sufficient evidence is provided for each candidate to support the CDG.
- Responsible for the monitoring of the different stages of the NEA and authenticating that the work is the students own.
- Will complete learner decision records for each candidate.
- Will ensure that learners' work is stored securely and can be retrieved to support internal reviews and/or appeals.

**Examination officer**

- Will ensure accurate and timely entries are made.
- Responsible for the secure retention of pupil evidence.
- Will communicate any pertinent information quickly that is delivered by the exam board to the relevant teachers.

**3. Subject assessment plans**

- Teachers of WJEC AS and A level have studied the Assessment Qualifications framework and the options available for assessment.
- They have decided on the best material to use for determining CDG. This has been decided that for AS level media studies past paper 2018 will be used in its entirety along with results of NEA and relevant work previously completed by the students earlier in the course, such as extended essay questions.
- For AL media studies, questions from past paper 2019 will be used, Sections A&B along with a previous essay style question completed by students. NEA – Investigative Research, Development Outline, Production and Critical Analysis will also be used.

**4. Centre devised assessments**

- Not applicable. We will avail of the past papers that are being released by WJEC to assess learners.

## **5. Assessment delivery**

- Questions will be completed on a face-to-face basis with students. Teachers will provide a 'high control' environment to ensure authenticity of each learner's work.
- The risk of centre and candidate malpractice will be low due to the supervision of students and the role of the Subject leader in ensuring that all processes are followed fairly.
- Moderation of pupils' work will take place to ensure fair marking takes place. Mark schemes provided by WJEC will be used to award marks.
- Lists will be provided of students who require access arrangements and they will be catered for in the choice of location for assessments and also in the time frames allocated for questions to be carried out.
- Marking of assessments will take place in the school and will not be removed off site. After marking and recording of marks, pupil work will be stored securely by the Subject leader until moderation is carried out.
- Once moderation has taken place, the exams officer will store pupil work securely until evidence is called for by WJEC.
- NEA material will be stored electronically as per usual, being easily accessed if required to be submitted as evidence by WJEC.
- Students will have submitted NEA work remotely while schools were closed. A conversation will take place between student and teacher to verify that work is their own. Teacher will also use professional judgement and compare work that has been previously completed in school face to face with that which has been submitted remotely.
- Due to past papers being used in determining grades, the time allowances for these would be the same as in a formal examination situation. Pupils who require extra time due to additional learning needs will have this available to them.
- Staff will declare if there is any conflict of interest, such as being a relative or close friend of any of the students being assessed. This will be reported to the head of centre who will ensure that this is recorded and steps taken to mitigate it. WJEC will also be notified.
- If a student suffers an event such as a temporary illness, bereavement or domestic crisis at the time of completing assessments which may have affected their performance, this will be taken into consideration by the teachers in the marking process. Up to 5% of the raw marks may be added depending on the timing, nature and extent of the illness or circumstance. Teachers will follow the guidance provided by WJEC in this case.

## **6. Quality assurance of assessment and grading decisions**

- Internal quality assurance processes will be followed to ensure consistency across learners and teachers/assessors.
- Teachers/assessors will use the mark schemes provided by WJEC for the past papers to ensure that bands/marks awarded are as accurate as possible.
- Where class numbers are below 20, all assessed work will be moderated by another member of the department. The use of different coloured pens will evidence the thinking of teacher and the moderator. (teacher could use red and the moderating teacher could use green)

- If there is a disagreement during the moderation process, then another member of staff within the department can be consulted. Their thoughts and marks can be indicated in another colour such as purple.
- Teachers will consider the achievements of previous similar cohorts from previous years bearing in mind that they tend not to vary too much when the cohort is similar.
- Teachers will avail of the training provided by WJEC week commencing 22<sup>nd</sup> March on unconscious bias and objectivity. Further training will also be consulted in the form of Q&A provided by WJEC on 25<sup>th</sup> March.
- In April, teachers will also avail of the training provided on 'Making Final Judgements' 19<sup>th</sup> April and 'Good practice in making final grading decisions' 25<sup>th</sup> April.
- In May, teachers will also join the 'Q&A session', week of 5<sup>th</sup> May and also the training on 17<sup>th</sup> May on 'Submitting CDGs'
- This training will ensure teachers are following a fair process in awarding grades.

#### **7. Learner and parents/carers communication**

- Pupils and parents / carers have been made aware of the process for determining the CDG through email and online access to the Centre's Draft Policy. This includes a timeline and details of the pupil work from which evidence will be drawn (as indicated in 2 above)

#### **8. Internal reviews and complaints**

- Refer to Carrickfergus Academy Centre Determined Grade Policy