



COVID-19 Assessment and Appeals Policy

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VERSION	1

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1. Purpose

The purpose of this policy is:

- To ensure that teacher assessed grades (TAGs) are determined fairly, consistently, free from bias and effectively within and across all provision areas.
- 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 Joint Council for Qualifications (JCQ) guidance.
- To ensure the consideration of historical centre data in the process, and the appropriate decision making in respect of TAGs.
- To support a high standard of internal quality assurance (IQA) in the allocation of TAGs.
- To support Calderdale College in meeting its obligations in relation to equality legislation.
- To ensure Calderdale College meets all requirements set out by the Department of Education (DfE), Ofqual, the JCQ and awarding organisations for Summer 2021 qualifications.
- To ensure the process for communicating to candidates and their parents/carers how they will be assessed is clear, in order to give confidence.

2. Scope

This policy details how Calderdale College will determine Teacher Assessed Grades (TAGs) in summer 2021.

3. Details of policy

3.01 Roles & Responsibilities

This section gives details of the roles and responsibilities within our centre:

Head of Centre

- The Head of Centre (Quality Systems Manager) will be responsible for approving our policy for determining TAGs.
- The Head of Centre has overall responsibility for Calderdale College as an examinations centre and will ensure that clear roles and responsibilities of all staff are defined.
- The Head of Centre will confirm that TAG decisions represent the academic judgement made by teaching staff and that the checks in place ensure these align with the guidance on standards provided by awarding organisations.
- The Head of Centre will ensure a robust IQA process has been produced and signed-off in advance of results submission.

Senior Leadership Team and Academic Managers

The Senior Leadership Team (SLT) and Academic Managers will:

- Provide training and support to our other staff.
- Support the Head of Centre in the quality assurance of the final TAGs.

- Ensure an effective approach within and across all provision areas and authenticating the preliminary outcome from single teacher qualifications.
- Be responsible for ensuring staff have a clear understanding of the internal and external quality assurance (EQA) processes and their role within it.
- Ensure that all teaching staff within the provision areas make consistent judgements about learner evidence in deriving a grade.
- Ensure all staff conduct assessments under the appropriate levels of control with reference to guidance provided by the JCQ.
- Ensure teaching staff have the information required to make accurate and fair judgments.
- Ensure that a Head of Department Checklist/Declaration is completed for each qualification that is submitted.

Teaching Staff

The teaching staff will:

- Ensure they conduct assessments under our centre's appropriate levels of control and have sufficient evidence, in line with this Centre Policy and guidance from the JCQ, to provide TAGs for each learner they have entered for a qualification.
- Ensure that the TAG they assign to each learner is a fair, valid and reliable reflection of the assessed evidence available for each learner.
- Make judgements based on what each learner has been taught and what they have been assessed on, as outlined in the section on grading in the main JCQ guidance.
- Produce an Assessment Record for each subject cohort, that includes the nature of the assessment evidence being used, the level of control for assessments considered, and any other evidence that explains the determination of the final TAGs. Any necessary variations for individual learners will also be recorded.
- Securely store and be able to retrieve sufficient evidence to justify their decisions.

Examinations Officer

The Examinations Officer will:

- Be responsible for the administration of Calderdale College's final TAGs and for managing the post-results services.

3.02 Training Support & Guidance

This section provides details of the approach Calderdale College will take to training, support and guidance in determining TAGs this year.

- Teaching staff involved in determining TAGs will attend any centre-based training to help achieve consistency and fairness to all learners.
- Teaching staff will engage fully with all training and support that has been provided by the JCQ and the awarding organisations.

3.03 Use of Evidence

This section of our Centre Policy indicates how Calderdale College will give due regard to the section in the JCQ guidance entitled: *Guidance on grading for teachers*.

- Teaching staff making judgements will have regard to the Ofqual Head of Centre guidance on recommended evidence, and further guidance provided by awarding organisations.
- All candidate evidence used to determine TAGs, and associated documentation, will be retained and made available for the purposes of EQA and appeals.
- We will be using learner work produced in response to assessment materials provided by our awarding organisation(s), including groups of questions, past papers or similar materials such as practice or sample papers.
- We will use non-exam assessment work (often referred to as coursework), even if this has not been fully completed.
- We will use learner work produced in centre-devised tasks that reflect the specification, that follow the same format as awarding organisation materials, and have been marked in a way that reflects awarding organisation mark schemes.
- We will use substantial class or homework (including work that took place during remote, distance and/or blended learning).
- We will use internal tests taken by learners.
- We will use mock exams taken over the course of study.
- We will use records of a learner's capability and performance over the course of study in performance-based subjects such as (but not limited to) music, performance arts and sport.

We provide further detail in the following areas:

Additional Assessment Materials (AAM)

- We will use AAM to give learners the opportunity to show what they know, understand or can do in an area of content that has been taught but not yet assessed.
- We will use additional assessment materials to give learners an opportunity to show improvement, for example, to validate or replace an existing piece of evidence.
- We will use additional assessment materials to support consistency of judgement between teaching staff or classes by giving everyone the same task to complete.
- We will combine and/or remove elements of questions where, for example, a multi-part question includes a part which focuses on an element of the specification that has not been taught.

Calderdale College will ensure the appropriateness of evidence and balance of evidence in arriving at grades in the following ways:

- We will consider the level of control under which an assessment was completed, for example, whether the evidence was produced under high control and under supervision or at home.
- We will ensure that we are able to authenticate the work as the learner's own, especially where that work was not completed within the college.
- We will consider the limitations of assessing a learner's performance when using assessments that have been completed more than once, or drafted and redrafted, where this is not a skill being assessed.
- We will consider the specification and assessment objective coverage of the assessment.
- We will consider the depth and breadth of knowledge, understanding and skills assessed, especially higher order skills within individual assessments.

3.04 Determining Teacher Assessed Grades (TAGs)

This section of our Centre Policy outlines the approach our centre will take to awarding TAGs.

- Teaching staff will determine grades based on evidence which is commensurate with the standard at which a learner is performing, i.e. their demonstrated knowledge, understanding and skills across the content of the course they have been taught.
- Teaching staff will record how the evidence was used to arrive at a fair and objective grade, which is free from bias.
- Teaching staff will produce an Assessment Record for each subject cohort and will share this with their Academic Manager. Any necessary variations for individual learners will also be shared.
- We will provide a clear process for what approach College will take in the determination of TAGs for:
 - GCSEs
 - Qualification Level TAGs
 - Unit Level TAGs

3.05 Internal Quality Assurance (IQA)

This section of our Centre Policy outlines the approach our centre will take to ensure internal standardisation of TAGs, to ensure consistency, fairness and objectivity of decisions.

- We will ensure that all teaching staff involved in deriving TAGs read and understand this Centre Policy document.
- In subjects where there is more than one teaching staff and/or class in the provision area, we will ensure that our centre carries out an internal standardisation process.
- We will ensure that all teaching staff are provided with training and support to ensure they take a consistent approach to:
 - Arriving at TAGs
 - Marking of evidence
 - Reaching a holistic grading decision
 - Applying the use of grading support and documentation
- We will conduct internal standardisation across all grades.
- We will ensure that the Assessment Record will form the basis of internal standardisation and discussions across teaching staff to agree the awarding of TAGs.
- Where necessary, we will review and reflect on individual grading decisions to ensure alignment with the standards as outlined by our awarding organisation(s).
- Where appropriate, we will amend individual grade decisions to ensure alignment with the standards as outlined by our awarding organisation(s).
- Where there is only one teaching staff involved in marking assessments and determining grades, then the output of this activity will be reviewed by an appropriate member of staff within the centre.
 - This will be an Academic Manager from the relative provision area.
- In respect of equality legislation, we will consider the range of evidence for learners of different protected characteristics that are included in our internal standardisation.

3.06 Comparison of TAGs to Results for Previous Cohorts

This section of our Centre Policy outlines the approach we will take to compare our TAGs in 2021 with results from previous cohorts taking the same qualification.

- We will compile information on the grades awarded to our learners in past Summer awarding series in which certification claims took place (e.g. 2017 - 2019).
- We will consider the size of our cohort from year to year.
- We will consider the stability of our centre's overall grade outcomes from year to year.

- We will consider both subject and centre level variation in our outcomes during the internal quality assurance process.
- We will prepare a succinct narrative on the outcomes of the review against historic data which, in the event of significant divergence from the qualifications-levels profiles attained in previous examined years, which address the reasons for this divergence. This commentary will be available for subsequent review during the QA process.

This section gives details of the approach our centre will follow if our initial TAGs for a qualification are viewed as overly lenient or harsh compared to results in previous years.

- We will compile historical data giving appropriate regard to potential mixtures of grades for qualifications (e.g. GCSEs and qualifications eligible for the allocation of TAGs). Where required, we will use the Ofqual and awarding organisation guidance to convert legacy grades into new grading scales.
- We will bring together other data sources that will help to quality assure the grades we intend to award in 2021.

This section gives details of changes in our cohorts that need to be reflected in our comparisons.

- We will omit qualifications that we no longer offer from the historical data.

3.07 Access Arrangements, Reasonable Adjustments & Special Considerations

This section gives details of our approach to access arrangements, reasonable adjustments and special considerations.

- Where learners have agreed access arrangements or reasonable adjustments (for example a reader or scribe) we will make every effort to ensure that these arrangements are in place when assessments are being taken.
- Where an assessment has taken place without an agreed reasonable adjustment or access arrangement, we will remove that assessment from the basket of evidence and alternative evidence will be obtained. However, where an assessment has taken place without an agreed reasonable adjustment or access arrangement and the learner's standard of performance is in line with or better than those assessments where reasonable adjustments or access arrangements have been in place, the learner will be given the option as to whether or not the assessment is included in the basket of evidence.
- Where illness or other personal circumstances might have affected performance in assessments used in determining a learner's standard of performance, we will take account of this when making judgements.
- We will record, as part of the Assessment Record, how we have incorporated any necessary variations to take account of the impact of illness or personal circumstances on the performance of individual learners in assessments.
- To ensure consistency in the application of Special Consideration, we will ensure all teachers have read and understood the document: [JCQ – A guide to the special consideration process, with effect from 1 September 2020](#)

3.08 Addressing Disruption/Differential Lost Learning (DLL)

This section gives details of our approach to address disruption or differentiated lost teaching.

- TAGs will be determined based on evidence of the content that has been taught and assessed for each learner.

3.09 Objectivity

This section of our Centre Policy outlines the arrangements in place to ensure objectivity of decisions.

Staff will fulfil their duties and responsibilities in relation to relevant equality and disability legislation.

Senior Leaders, Academic Managers and the Head of Centre will consider:

- Sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment, marker preconceptions);
- How to minimise bias in questions and marking (and hidden forms of bias); and
- Bias in TAGs.

To ensure objectivity, all staff involved in determining TAGs will be made aware that:

- Unconscious bias can skew judgements;
- The evidence presented should be valued for its own merit as an indication of performance and attainment;
- TAGs should not be influenced by candidates' positive or challenging personal circumstances, character, behaviour, appearance, socio-economic background, or protected characteristics;
- Unconscious bias is more likely to occur when quick opinions are formed; and
- Our internal standardisation process will help to ensure that there are different perspectives to the quality assurance process.

3.10 Recording Decisions and Retention of Evidence & Data

This section of our Centre Policy outlines our arrangements to recording decisions and to retaining evidence and data.

- We will ensure that teachers and Academic Managers maintain records that show how the TAGs process operated, including the rationale for decisions in relation to individual marks/grades.
- We will ensure that evidence is maintained across a variety of tasks to develop a holistic view of each learner's demonstrated knowledge, understanding and skills in the areas of content taught.
- We will put in place recording requirements for the various stages of the process to ensure the accurate and secure retention of the evidence used to make decisions.
- We will comply with our obligations regarding data protection legislation.
- We will ensure that the grades accurately reflect the evidence submitted.
- 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).

3.11 Authenticating Evidence

This section of our Centre Policy details the mechanisms in place to ensure that teaching staff are confident in the authenticity of evidence, and the process for dealing with cases where evidence is not thought to be authentic.

- Robust mechanisms, which will include plagiarism detection software, will be in place to ensure that teaching staff are confident that work used as evidence is the learners' own and that no inappropriate levels of support have been given to learners to complete it, either within the centre or with external tutors.
- It is understood that awarding organisations will investigate instances where it appears evidence is not authentic. We will follow all guidance provided by the relevant awarding organisations to support these determinations of authenticity.

3.12 Confidentiality, Malpractice & Conflicts of Interest

Confidentiality

This section of our Centre Policy outlines the measures in place to ensure the confidentiality of the grades our centre determines, and to make learners aware of the range of evidence on which those grades will be based.

- All staff involved have been made aware of the need to maintain the confidentiality of TAGs.
- All teaching staff have been briefed on the requirement to share details of the range of evidence on which learners' grades will be based, while ensuring that details of the final grades remain confidential.
- Relevant details from this policy, including requirements around sharing details of evidence and the confidentiality requirements, have been shared with parents/carers.

Malpractice

This section of our Centre Policy details the measures in place in our centre to prevent malpractice and, where that proves impossible, to handle cases in accordance with awarding organisation requirements.

- Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021.
- All staff involved have been made aware of these policies, and have received training in them as necessary.
- All staff involved have been made aware of the specific types of malpractice which may affect the Summer 2021 series including:
 - Breaches of internal security;
 - Deception;
 - Improper assistance to learners;
 - Failure to appropriately authenticate a student's work;
 - Over direction of learners in preparation for common assessments;
 - Allegations that centres submit grades not supported by evidence that they know to be inaccurate;
 - Centres enter learners who were not originally intending to certificate a grade in the Summer 2021 series;
 - Failure to engage as requested with awarding organisations during the EQA and appeal stages; and
 - Failure to keep appropriate records of decisions made and TAGs.
- The consequences of malpractice or maladministration as published in the JCQ guidance: [JCQ Suspected Malpractice: Policies and Procedures](#) and including the

risk of a delay to learners receiving their grades, up to, and including, removal of centre status have been outlined to all relevant staff.

Conflicts of Interest

This section of our Centre Policy details our approach to addressing potential conflicts of interest, and how we will respond to such allegations.

- To protect the integrity of assessments, all staff involved in the determination of grades must declare any conflict of interest such as relationships with learners to our Quality Nominee for further consideration.
- Our Quality Nominee will take appropriate action to manage any conflicts of interest arising with centre staff in accordance with the JCQ documents - [General Regulations for Approved Centres, 1 September 2020 to 31 August 2021](#).
- We will also carefully consider the need if to separate duties and personnel to ensure fairness in later process reviews and appeals.

3.13 External Quality Assurance (EQA)

This section of our Centre Policy details the arrangements we have in place to ensure the relevant documentation and assessment evidence can be provided in a timely manner for the purposes of EQA sampling, and that staff can be made available to respond to enquiries.

- All staff involved have been made aware of the awarding organisation requirements for EQA as set out in the **JCQ Guidance**.
- All necessary records of decision-making in relation to determining grades have been properly kept and can be made available for review as required.
- All learner evidence on which decisions regarding the determination of grades has been retained and can be made available for review as required.
- Instances where learner evidence used to decide TAGs is not available, for example where the material has previously been returned to students and cannot now be retrieved, will be clearly recorded on the appropriate documentation.
- All staff involved have been briefed on the possibility of interaction with awarding organisations during the different stages of the EQA process and can respond promptly and fully to enquiries, including attendance at Virtual Visits should this prove necessary.
- Arrangements are in place to respond fully and promptly to any additional requirements/reviews that may be identified as a result of the EQA process.
- Staff have been made aware that a failure to respond fully and effectively to such additional requirements may result in further action by the awarding organisations, including the withholding of results.

3.14 Results

This section of our Centre Policy outlines our approach to the receipt and issue of results to learners and the provision of necessary advice and guidance.

- All staff involved have been made aware of the specific arrangements for the issue of results in Summer 2021, including the issuing of GCSE, Vocational & Technical Qualification (VTQs) and other General Qualification (GQ) results in the same week.
- Arrangements will be made to ensure the necessary staffing, including exams office and support staff, to enable the efficient receipt and release of results to our learners.
- Arrangements will be in place for the provision of all necessary advice, guidance and support, including pastoral support, to learners on receipt of their results.
- Such guidance will include advice on the appeals process in place in 2021 (see below).
- Appropriate staff will be available to respond promptly to any requests for information from awarding organisations, for example regarding missing or incomplete results, to enable such issues to be swiftly resolved.
- Parents/carers have been made aware of arrangements for results days.

3.15 Appeals

This section of our Centre Policy outlines our approach to Appeals, to ensure that they are handled swiftly and effectively, and in line with JCQ requirements.

- All staff involved have been made aware of the arrangements for, and the requirements of, appeals in Summer 2021, as set out in the **JCQ Guidance**.
- Internal arrangements will be in place for the swift and effective handling of Centre Reviews in compliance with the requirements.
- All necessary staff have been briefed on the process for, and timing of, such reviews, and will be available to ensure their prompt and efficient handling.
- Learners have been appropriately guided as to the necessary stages of appeal.
- Arrangements will be in place for the timely submission of appeals to awarding organisations, including any priority appeals, for example those on which university places depend.
- Arrangements will be in place to obtain the written consent of learners to the initiation of appeals, and to record their awareness that grades may go down as well as up on appeal.
- Appropriate information on the appeals process will be provided to parents/carers.
- Appeals will be conducted in line with the timelines set out in the [JCQ Guidance for students, parents and guardians: GCSE and AS/A Level s in England Summer 2021](#). The priority appeals deadline for learners to request a Centre Review is 16th August 2021. The non-priority appeals deadline for learners to request a Centre Review is 3rd September 2021. A priority appeal can only be requested where a place at university or a Higher Education Institute is dependent on the outcome.
- An appeals process for qualifications awarded during Summer 2021 will be published on the College website.

4. Policy monitoring

This policy currently covers academic year 2020-2021, and will therefore not require a review going forward

5. Policy review

Changes made and reason for change	Reason for change
New policy	Required to cover Teacher Assessed Grades during pandemic.
Review date:	Created April 2021

Reviewed by:	Quality Systems Manager
Initial approval by:	Policies And Procedures Committee
Final approval by:	Policies And Procedures Committee
Next review date	N/A

6. Equality impact assessment

First EDI Assessment Conducted by:	Quality Systems Administrator	Date:	26.04.2021
Final/Approved EDI Assessment Conducted by:	Quality Systems Administrator	Date:	26.04.2021
EDI reviewed for current version by:	Quality Systems Administrator	Date:	26.04.2021

7. Publication

Audience:	Published:
Staff	Staff Intranet