



Ysgol Bryn Alyn

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

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Name of SLT responsible for review and implementation of policy:	A Slinn / A Kipping / R Ransome / E Williams/ J Ebrey
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Centre policy on assessment and quality assurance processes for the summer 2021 alternative arrangements

Centre Name: Ysgol Bryn Alyn	Centre Number: 68179
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Member of staff responsible for the policy: A Slinn, A Kipping, Johanna Ebrey, Rob Ransome	

Introduction

This Assessment Approach is designed to outline how the school, as an examination centre, will apply the 'Guidance on Alternative Arrangements for Approved GCSEs provided by Qualifications Wales, the examination regulator, to help determine grades in 2021.

This plan only applies to those qualifications GCSE, which are regulated in Wales. For the very few qualifications outside of this remit, and regulated by Ofqual, the school will apply the relevant guidance once it is published.

In November 2020, the Education Minister announced that there would be no summer examination series for students taking GCSEs. In January 2021, it was confirmed that these qualifications would be awarded using Centre Determined Grades. This means that individual examination centres, such as schools and colleges, would determine the actual grades awarded for each qualification.

By sharing its approach, the school is seeking to offer clarity and confidence to students, staff and families. Furthermore, it provides an overview on the decisions teachers will make; how teachers will make these decisions; and identify the evidence teachers will be utilising to support the decision-making process.

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

- 1.1 The specific roles and responsibilities of staff, at a range of levels, in terms of qualifications remain largely unchanged from other examination series. However, for awards in 2021, the following roles and responsibilities apply in terms of the determination of grades.
- 1.2 The Chair of Governors and Governors will scrutinise the school policy on 23rd March and are subsequently responsible for the approval of the policy.
- 1.3 The Headteacher, as Head of Centre, has overall responsibility for the qualifications offered at the school, as well as ensuring due care and regard is taken to account for the school's legislative and regulatory duties, as an examination centre. The Headteacher is responsible for ensuring the planning and management of centre determined grades, in line with existing policies and practices, are conducted efficiently and in the best interest of all students. The Headteacher, working closely with the Deputy Headteacher i/c Teaching & Learning and the Assistant Headteacher i/c Curriculum, is responsible for ensuring that publicised processes are followed by all staff. This includes internal quality assurance processes at subject level and school level. The Headteacher will ensure that appropriate training for all staff involved in the determination of grades is provided.
- 1.4 The Headteacher will work closely with the member of the leadership team responsible for examinations, who acts as Internal Lead Verifier, to ensure that quality assurance processes at school level are robustly followed. This includes ensuring that each qualification has successfully completed internal moderation of evidence, while all decisions are recorded in line with WJEC protocols. The Headteacher will also be responsible for overseeing internal processes, where a concern is raised by staff, regarding the authenticity of students' work provided and/or where a student wishes to review a Centre Determined Grade (see section 7).
- 1.5 The Examinations Officer is responsible for managing the administration of qualifications. This includes coordinating the collation of entries of students to the appropriate qualifications, as well as assisting subject leaders and members of the leadership team, specifically those with responsibility for examinations and Headteacher, Deputy Headteacher and/or Assistant Headteacher to ensure agreed processes are followed.
- 1.6 The ALNCo will ensure that all staff are aware of the necessary access arrangements in place for students, including reasonable adjustments for students who are entitled to these. The ALNCo will coordinate the provision of additional support to help students achieve the course aims, as they would do in normal circumstances.
- 1.7 Heads of Faculty will be responsible for ensuring processes within the faculty they lead meet the requirements of the publicised WJEC Qualification Assessment Framework. This includes setting tasks from WJEC past-paper materials, to enable all students within the cohort, to demonstrate what they know and understand. This is designed to enable them to have the opportunity to achieve the highest possible grade. Heads of Faculty will also ensure that internal moderation of work is undertaken to ensure standardisation across the team they are responsible for, which includes accurate records of internal processes. Heads of Faculty will also be responsible for managing the accurate recording of outcomes and associated decision-making for each qualification. Heads of faculty will ensure that students entitled to access arrangements have these in place for the qualifications they are responsible for.
- 1.8 Heads of Faculty will publicise individual department assessment plans to students prior to the Easter break. These will include the range of evidence to be included in the faculty portfolio, and the timeframe of any assessments taking place in the summer term 2021. Where external factors

cause this timeframe to change Heads of Faculty will inform students of adjusted arrangements for the faculty they lead.

1.9 Teaching staff will ensure that evidence is gathered within the published schedule (see Section 6.1 to 6.5) and that activities set, follow the expectations set by Heads of faculty and relevant WJEC Qualification Assessment Frameworks. Teachers must make students aware of the nature and criteria of the task set and ensure students understand when an activity will contribute towards the determination of a grade. Teaching staff will collect and store submitted work securely. They will ensure that reasonable adjustments for identified students are met. Teachers will mark submitted work within the agreed timeframes, set by Heads of Faculty. Teachers will not provide students with an opportunity to improve their work, once submitted. Teachers will work with relevant Heads of Faculty to ensure that students entitled to access arrangements, within their designated classes, have these in place.

2. Subject assessment plans

Centre Determined Grades

2.1 A Centre Determined Grade is the grade awarded by the school, as an examination centre, on the basis of attainment which has been demonstrated in the areas of the qualification content that a student has covered.

2.2 For each qualification, teachers will make use of WJEC Qualification Assessment Frameworks which include descriptors for key grades to support the accurate distribution of awards. Each grade awarded by the school must be underpinned by robust evidence to demonstrate a student's attainment across key themes and skills. These will vary per qualification, as determined by the requirements of each WJEC Qualification Assessment Frameworks.

2.3 It will not be possible or permitted for teachers, or the school, to attempt to issue a Centre Determined Grade based on professional prediction or the potential of a student. Teachers will be required to apply their professional judgement and decide whether the knowledge and skills demonstrated meets the usual standard for a specified grade.

2.4 In determining grades, the school will be required to make 'best-fit' judgements. This means that students are not required to demonstrate all aspects of a grade descriptor to be awarded the grade; students should be awarded a grade which supports evidence of attainment across sufficient breadth of content, within the specified qualification, as determined by WJEC; and may achieve the same grades by demonstrating different combinations of knowledge, skills and understanding. This ensures that strengths in some areas counterbalance shortcomings in others. As a result, the 'best-fit' grade may be awarded.

2.5 Where there is insufficient evidence, or where evidence suggests attainment is below that required of the lowest grade for a qualification (i.e. G grade at GCSE) then a student will be awarded a Centre Determined Grade of U.

2.6 While the standard expected for any particular grade will not be lowered in 2021, the use of Centre Determined Grades acknowledges that the volume of work completed by a student will be less than in previous years, owing to the ongoing impact of the global health crisis. Therefore, the use of Centre Determined Grades seeks to ensure students are not unfairly disadvantaged by the process. At the same time, they are designed to enable all students to progress to their next stage of learning and/or employment.

2.7 The implemented assessment and associated mark scheme will follow the procedure outlined in Section 3; 3.2 to 3.6.

2.8 Internal quality assurance and approval of plans will follow the guidance outlined in Section 5; 5.1 to 5.23.

3. Centre Devised Assessment

For each qualification, WJEC will provide subject staff with a Qualification Assessment Framework, which will set out the requirements to support the evidence to inform a Centre Determined Grade.

Assessment Approach for Qualifications in 2021

3.1 The Centre Determined Grade will be generated using evidence of work completed by a student, using the adapted specification content. In determining a grade, the following types of evidence will be used in each qualification:

3.2 Adapted past-paper questions

The school will make use of WJEC adapted past-papers when setting tasks to help determine a grade for each qualification. There are recognised benefits of using these materials. The adapted past-papers have already been externally quality assured; are fully supported by clear mark schemes; and are familiar to both students and staff. Teachers will ensure these past-papers, which will form a key part of the evidence, will be incorporated within their delivery of teaching and learning, in replacement of other activities undertaken in lessons.

3.3. Non-Examination Assessment (NEA)

Non-examination assessment exists in many qualifications. Where non-examination assessment remains part of an adapted qualification, teachers will use the WJEC Assessing NEA in 2021: Guidance for Teachers to assess how students have met the relevant assessment objectives. The WJEC's Qualification Assessment Frameworks do not prescribe to the weighting of content to centres, since this would not provide centres with enough flexibility. NEA assessment will contribute to the 'best fit' grade awarded on a student's completed work.

3.4 Other contributing evidence

a) Teachers may use evidence from previously completed WJEC past-paper questions, which have been externally quality assured, with a published mark scheme, and where they have been completed under controlled conditions; and

b) Assessments undertaken prior to the publication of the centre approach e.g. Mock Examinations and/or other assessed work may only be used to help confirm a judgement. However, this evidence may not be used in isolation to determine grades since, at the time of completion, it is possible that students would not have been aware of the importance of these tasks unless this is the only evidence available. This is designed to ensure fairness and equity to all students.

c) Non-examined assessment that was completed by students prior to published adaptations to WJEC qualifications.

3.5 Where subject areas are making minor amendments to WJEC assessment materials, use of the WJEC Qualification Assessment Framework resources guidance and WJEC Assessment Creation Guidance will be adhered to. In addition, staff will also refer to any training they have undertaken, including the online training on assessment foundations and assessment creation on the summer area of WJEC's secure website.

3.6 Where subject areas are devising their own assessment materials additional detail will be provided by the Head of Faculty to ensure the assessments are valid, reliable and fair for all learners, especially

those with protected characteristics. Use of the WJEC Qualification Assessment Framework resources guidance and WJEC Assessment Creation Guidance will be adhered to. In addition, staff will also refer to any training they have undertaken, including the online training on assessment foundations and assessment creation on the summer area of WJEC's secure website.

4. Assessment delivery

Assessment Approach for Qualifications in 2021

4.1 The evidence gathered by the school to support the determination of grades will make use of standardised materials, produced by WJEC. This includes the use of adapted past-paper questions, and mark schemes. These materials have already been through a robust process of equality impact assessment, as part of their own process of quality assurance, to ensure they meet the needs of the general equality duty. This approach, and individual subject assessment plans, ensure that arrangements for those students entitled to concessions are met. Moderation activities will ensure that a broad range of students, which include those from protected characteristics, are included. This is to enable the school to ensure that its approach contributes to the equality of opportunity.

4.2 Heads of Faculty will develop individual assessment plans for the qualifications they are responsible for, which will be shared and approved by the Headteacher, as Head of Centre. These plans will identify which specific pieces of evidence will be used against 3.2; 3.3; and 3.4; the quality assurance measures undertaken to authenticate the work of students; and measures to ensure any and all appropriate needs are met.

4.3 Each curriculum area will create a portfolio of evidence from which pieces of evidence can be considered. The number of pieces of evidence required to determine a grade will vary per qualification. Teachers will ensure there is sufficient opportunity for students to provide clear evidence to demonstrate competency against the key themes and skills, as specified in each WJEC Qualification Assessment Framework. It may be that relatively few pieces of clear evidence would be sufficient to demonstrate attainment across overarching key themes for many qualifications. Teachers will ensure that the generation of evidence does not create unnecessary duplication of work.

4.4 The evidence generated for Centre Determined Grades will not be completed in the form of an examination. However, students will produce work within a specified timeframe, to reflect the volume of work. It is anticipated that the time to produce each piece of evidence would not exceed the length of the unseen examination in the qualification. However, unlike an unseen examination, evidence would be produced over a series of not more than six lessons.

4.5 Work will be completed independently by students, under similar 'control levels' to existing arrangements, which are supervised by teachers, for non-examination assessment. This is to ensure evidence produced is the student's own. Wherever possible, this work will be completed in class in place of standard work, which is then assessed. Where external factors prevent this from happening, such as national lockdowns etc, then work will need to be completed at home. However, where this is the case, the school will introduce mechanisms to support authenticity of student's work by ensuring the student's camera is switched on during the live session; and work is immediately submitted at the end of the set timeframe. In addition, the school will consider work produced against previously assessed work to verify authenticity, where the evidence submitted is atypical of the usual standard by the student.

4.5 To ensure students understand how grades are determined and which work will be used as evidence, the school will publish a schedule that indicates when the production of evidence will take place (see section 7). This also ensures the production of work is evenly distributed over the set timescale.

4.6 Teachers will, as far as possible, follow the Internal Assessment Schedule – Section 6.1. Teachers may provide guidance and support to students to ensure they have a clear understanding of the requirements of the assessment.

4.7 Once assessments are underway, teachers will not provide specific guidance on the application of skills, knowledge and understanding.

4.8 Once the assessment is completed, no further amendments may be made.

4.9 Provision for learners with approved access arrangements will follow guidance outlined in Section 7.11.

4.10 Record keeping of assessments will follow guidance outlined in section 5.8 and 5.14 to 5.18.

4.11 Heads of Faculty are responsible for ensuring secure storage of learner evidence. Assessment grades and evidence will be stored as follows:

Actual CDG will be stored in SIMS.

Initial and moderated CDG's, including an explanation / rationale of evidence will be stored via an Excel spreadsheet on TEAMS explaining rationale of evidence.

Pupil evidence will be stored with individual teachers and / or Heads of Faculty.

4.12 Guidance outlined in section 5.9 will be followed to manage any potential conflict of interest.

4.13 When considering how any feedback in taking tasks is accounted for in the final assessment decision, the school will follow WJEC Guidance on Assessment and Grading for Summer 2021.

5 Quality assurance of assessment and grading decisions

5.1 In line with usual practices, WJEC will require internal processes to be undertaken to promote consistency. The school will undertake quality assurance processes, within subjects and across subjects, to ensure the grades determined are valid, reliable, equitable and fair, while seeking to avoid discrimination. The school will ensure training is provided to all staff to support this (see section 7.6 onwards).

Assessment Approach for Qualifications in 2021

5.2 Internal moderation processes are designed to verify standards and seek to ensure fairness and equity for all students. The school will apply the following approach to the assessment of evidence:

5.3. The teacher will assess the student's work using WJEC mark schemes to support the accurate award of grades. Moderation activities, to establish standardised approaches to assessments will take place as soon as is reasonable and practicable, once the evidence has been submitted.

5.4 Heads of Faculty will ensure that the sample of work to be moderated covers the full spectrum of grades and all teachers who have assessed work.

5.5 Moderation activities may involve a number of teachers. Therefore, where a piece of evidence is moderated, additional comments by a separate member of staff will be made.

5.6 Heads of Faculty will review any discrepancies and comment.

5.7 At all stages, appropriate forms (either provided by WJEC or school developed) will be retained as evidence to support the final determined grade.

5.8 Centre Determined Grades submitted by faculties will be recorded on the school's SIMS system. Heads of Faculty will ensure the accuracy of this data.

5.9 Initial grades for each piece of evidence / pathway, the overall grade and moderation process will be recorded on the school's TEAMS system by teachers and Heads of Faculty.

5.10 No one member of staff will be able to both assess and verify the evidence of a student. In departments where teachers work in isolation, the school will provide an opportunity for evidence to be moderated, through another centre. Similarly, any staff who have a conflict of interest (e.g. Teacher who is relative or known to a student), will need to be declared, and suitable mitigation in place to ensure the process is not compromised (e.g. Teacher not involved in either assessment or verification of work).

5.10 The school will ensure that the work of all staff who assess evidence is moderated, as part of internal quality assurance. Where an examination cohort size is lower than 20 then the whole cohort will be moderated. For larger samples, the school will ensure that evidence is considered from a range of student profiles, from more able students to those with additional learning needs; and those students with protected characteristics. All work sampled will be marked anonymously to mitigate the risk of conscious and/or unconscious bias.

5.11 The school will share and review its processes of determining grades with other examination centres to ensure standardisation. This may also involve the school's regional consortia challenge advisor to provide a further degree of objectivity. This layer of quality assurance does not form part of WJEC or Qualifications Wales' regulatory framework. However, it is designed to ensure the process applied is valid, reliable and fair.

5.12 The Headteacher along with the Deputy Headteacher and Assistant Headteacher i/c Curriculum will review school historical data grade profiles within subjects and across subjects, to ensure the grades determined are valid, reliable, equitable and fair, while seeking to avoid discrimination.

5.13 There will be no external moderation of Centre Determined Grades. However, grades submitted to WJEC may be reviewed and investigated where performance profiles are atypical.

Recording Decisions

5.14 The school will keep a record to document clearly the rationale for grade decisions. This will include clarity of explanation which students and their parents/carers will understand.

5.15 Decision records will detail who assessed the evidence and when; the decision taken; identification of any reasonable adjustments or special considerations applied; and where the evidence is safely stored;

5.16 Records will also be kept from internal moderation to standardise work, and verify performance, as described in section 5.10

5.17 The school will record the reviews requested by students and the outcome of these, along with reasons for the decision.

5.18 On submission of a Centre Determined Grade, the school will be required to make an overall declaration in relation to the processes carried out.

Public Sector Equality Duty and Data Protection

5.19 In developing an approach to centre determined grades in 2021, the school has taken steps to ensure it meets its Public Sector Equality Duty. This is a legal requirement and forms part of the Equality Act (2010), which ensures due regard to the need to

5.20 Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act (2010);

5.21 Advance equality and opportunity between people who share a relevant protected characteristic and those who do not; and

5.22 Foster good relations between people who share relevant protected characteristics and those who do not.

5.23 The school will ensure it meets data protection and processing regulations. This may result in modifications to existing policies and practices. However, it is anticipated that joint examination regulators may coordinate this to provide assurances that data is handled appropriately and for the intended purpose.

6 Learner and parents/carers communication

6.1 Internal Assessment Schedule

The following evidence schedule is designed to indicate when the evidence from adapted past paper tasks will be generated, which will then be used to help determine grades. However, evidence to form the basis of 3.3.2 and 3.3.3 may be generated earlier.

The schedule has been developed in line with the release of materials by WJEC and, as a result, may be subject to change. Given the nature of the evidence gathered to support Centre Determined Grades, it is not possible to publish a detailed timetable. Furthermore, as students will not be sitting examinations, it is likely that students may be completing activities at different stages to peers within designated year groups. The use of a schedule is designed to ensure the model is deliverable to both students and staff, ensuring workload is managed insofar as possible. However, there may be exceptional circumstances where it may not be possible for students within individual classes to undertake activities within the scheduled window.

Dates are subject to change and it is possible the schedule for each group may be extended by a further week. However, it is not anticipated that it will be shortened.

Week Commencing	Subject	Centre Determined Assessment to be taught <i>Please note NEA = Non Examined Assessment</i>
Year 10		
15.3.21	English Lit	Poetry NEA
	Numeracy	Paper Unit 1
22.3.21	English Lit	Poetry NEA
	Numeracy	Paper Unit 1 & Unit 2
12.4.21	English Lit	Unit 1 (Section B)
	Numeracy	Paper Unit 2
19.4.21	English Lit	Unit 1 (Section B/A)
	Numeracy	Paper Unit 2

26.4.21	English Lit	Unit 1 (Section A)
3.5.21	English Lit	Unit 1 (Section A) / Shakespeare NEA
10.5.21	English Lit	Unit 1 (Section A) / Shakespeare NEA
Year 11		
15.3.21 to 27.5.21	Skills	Required assessment components covered in each lesson
15.3.21	Art	Unit 1 NEA A01
	Dance	Unit 1 Performing
	English Lang	Lang- Unit 3 (Section A)
	English Lit	Poetry NEA
	Geography	UNIT 2 Two exam Q's pages from Theme 8
	Geography	UNIT 2 - Skills & Teaching AO2
	History	Unit 1: Q1 / Q4
	Music	Unit 1 Performance exam
	Numeracy	Paper Unit 1
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 1 (a) (b) (c) of paper
	Welsh	Unit 3 Exam paper
22.3.21	Art	Unit 1 NEA A02
	Dance	Unit 1 Performing
	English Lang	Lang- Unit 3 (Section A)
	English Lit	Poetry NEA
	Geography	UNIT 2 - Exam Q
	Geography	UNIT 2 - Exam Q & Teaching
	History	Unit 1: Q4 /Q1
	Media	Unit 1 Section A
	Media	Unit 1 Section A
	Music	Unit 3 Exam
	Numeracy	Paper Unit 1 & Unit 2
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 1 (d) Q of paper
	Welsh	Unit 4 Exam paper
Easter	Art	Unit 1 NEA A01,2,3,4
	Media	Unit 3 NEA
	Music	Unit 1 Performing exam
12.4.21	Art	Unit 1 NEA A03
	Dance	Unit 1 Choreography
	English Lang	Lang- Proofreading and editing
	English Lit	Unit 2A (Section A)
	Geography	Unit 1 Theme 1 – Q1a, Q1b,
	Geography	Unit 1 Theme 1 – Q1c, Q1d
	History	Unit 1: Q5
	Media	Unit 1 Section A
	Numeracy	Paper Unit 2
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 1 (a) (b) (c) (d) 1/2 of paper
19.4.21	Art	Unit 1 NEA
	Biol, Chem, Phys	Paper - Unit 2

	Business Studies	Adapted paper Unit 1
	Dance	Unit 1 Choreography
	English Lang	Lang- Unit 3 (Section B)
	English Lit	Unit 2A (Section A)
	English Lit	Unit 1 (Section B/A)
	Geography	Unit 1 Theme 2 – Q2a, Q2b,
	Geography	Unit 1 Theme 2 – Q2c
	History	Unit 3: 1/4 paper
	ICT	Paper - Unit 3
	Mathematics	Paper Unit 1
	Music	Unit 3 Exam
	Numeracy	Paper Unit 2
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	Science	Papers 4, 5 and 6
	Welsh	Unit 2 Controlled assessment
26.4.21	Art	Unit 1 NEA
	Biol, Chem, Phys	Paper - Unit 2
	Business Studies	Adapted paper Unit 1
	Dance	Unit 2: Exam
	English Lang	Lang Unit 3 (Section B)
	English Lit	Unit 2A (Section A)
	Geography	Unit 1 Theme 3 – Q3a, Q3c
	Geography	Unit 1 Theme 3 – Q3b
	History	Unit 3: 1/4 paper
	ICT	Paper - Unit 3
	Mathematics	Paper Unit 1 & Unit 2
	Media	Unit 1 Section B
	Music	Unit 3 Exam
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 2 (a) (b) (c) of paper
	Science	Papers 4, 5 and 6
3.5.21	Art	Unit 1 NEA A04
	Biol, Chem, Phys	Paper - Unit 2
	Business Studies	Adapted paper Unit 1
	Dance	Unit 2: Exam
	English Lang	Lang - Unit 2 (Section A)
	English Lit	Unit 2A (Section B)
	Geography	UNIT 1 - Mop up
	History	Unit 3: 1/4 paper
	ICT	Paper - Unit 3
	Mathematics	Paper Unit 2
	Music	Unit 2: Composition
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 2 (d) Q of paper
	Science	Papers 4, 5 and 6
10.5.21	Art	Unit 1 NEA
	Biol, Chem, Phys	Paper - Unit 2
	Business Studies	Adapted paper Unit 2
	Dance	Unit 2: Exam
	English Lang	Lang - Unit 2 (Section A)
	English Lit	Unit 2A (Section B)
	Geography	UNIT 2 - Exam Q & Teaching
	History	Unit 3: 1/4 paper

	ICT	Adapted Unit 4 (NEA)
	Mathematics	Paper Unit 2
	Media	Unit 2: Hollywood Film
	Music	Unit 2: Composition
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 2 (d) Q of paper
	Science	Papers 4, 5 and 6
17.5.21	Art	Unit 1 NEA A04
	Business Studies	Adapted paper Unit 2
	Dance	Unit 2: Exam
	English Lang	Lang - Unit 2 (Section B)
	English Lit	Unit 2A (Section B)
	Geography	UNIT 2 - Skills
	History	Unit 3 Q7
	ICT	Adapted Unit 4 (NEA)
	Media	Unit 2: Hollywood Film
	Music	Unit 2: Composition
	PE	Paper 1 (Unit 1) NEA evidence gathering (Unit 2)
	RE	Unit 2 (a) (b) (c) of paper

IMPORTANT

After May half term, evidence will be collected for all Year 11 Vocational Qualifications and Centre Determined evidence will be verified.

All Year 11 students must attend normal curriculum lessons to ensure grades are accurate.

6.2 Timeline of Key Dates for Centres

Date	Event
5 th March	WJEC provides information to centres on the assessment and Internal Quality Assurance requirements
25 th March	Centres submit their assessment and Internal Quality Assurance policies to WJEC
12 th April	WJEC provides feedback to centres on their policies
24 th May – 28 th May	Faculty submission of GCSE grades. Grading decisions made in centres and Internal Quality Assurance undertaken.
18 th June	Grades are shared with students on 18 th June.
21 st June – 30 th June	Centre internally reviews and sign off outcomes
2 nd July	Submission date for Centre-Determined Grades to WJEC

21 st June – 12 th July	WJEC Quality Assurance student decision making records and overall outcomes
13 th – 16 th July	WJEC discusses atypical results with centres and issues arising from review of evidence records
12 th August	GCSE Results sent via e-mail
24 th August – 21 st September	GCSE appeals window

6.3 WJEC Timeline of Guidance and Training Events for staff

Date	Event
5 th March	Pre-recorded training: 'Foundations and creation of assessment'
5 th March	Guidance on 'Centre policy on assessment and Quality Assurance'
w/c 8 th March	Pre-recorded training: 'Centre approach to assessment and Quality Assurance of grading decisions'
12 th March	Training: Live Question & Answer
15 th March	High-level appeals process
w/c 15 th March	Final Qualification Assessment Frameworks including grade descriptors
w/c 15 th March	Grading Guide for centres
w/c 15 th March	Assessment materials for centres
19 th March	Entries deadline
w/c 22 nd March	Subject specific training materials
19 th – 25 th March	Centres submit Assessment and Internal QA policies to WJEC
22 nd March	Pre-recorded training: 'Unconscious bias and objectivity'
25 th March	Training: Live Question & Answer
12 th April	WJEC provides feedback to centres on their policies
19 th April	Pre-recorded training: Making final judgements
22 nd April	Entries amendment window deadline
w/c 26 th April	Final appeals process
26 th April	Pre-recorded training: 'Good practice in making final grading decisions and Quality Assurance'

5 th May	Training: Live Question & Answer
17 th May	Pre-recorded training: 'Submitting Centre-Determined Grades'
14 th June – 2 nd July	Submission window for Centre-Determined Grades
21 st June – 12 th July	WJEC Quality Assurance 'Student decision records and overall outcomes'

6.4 Key Dates for students

Date	Event
By Easter	The school will inform students how you will be assessed and graded for your qualification.
15 th March – 28 th May	Students should have face-to-face teaching and some additional assessments
By 18 th June	Students will receive provisional Centre Determined Grades
By 9.00-am on the 21 st June	Students considering to appeal their provisional Centre Determined Grades must indicate this by e-mailing the following address: appeals5@hwbcymru.net If this action is not complete, students cannot appeal.
21 st June – 25 th June 2021	Students requesting the first stage of an appeal need to lodge their intention to appeal in writing to the Headteacher.
2 nd July	The school will submit the provisional Centre Determined Grades to WJEC
12 th August	GCSE Results Day
24 th August – 21 st September	If having submitted a first stage appeal to the school, you will have the opportunity to appeal your GCSE result to WJEC
Post results day	You will have the opportunity to appeal to Qualifications Wales for an Exam Procedures Review Service (EPRS)

7 Internal reviews and complaints

7.1 The school will be required to submit Centre Determined Grades to WJEC by the 2nd July 2021. On the 18th June 2021, students will be informed of the provisional grades awarded. Where a student is satisfied with the grades determined by the school, there is no further action.

7.2 A student who feels their grade does not reflect the quality of the work submitted for their agreed pathway will be able to appeal their grade. A student who is considering an appeal will be required to request their candidate decision making record within 48 hours of the school releasing provisional grades - by 9.00am on the 21st June 2021. Any student who is considering an appeal must e-mail the following e-mail address: appeals5@hwbcymru.net by no later than 9.00am on the 21st June 2021. Following the request of the candidate decision making record, if a student wishes to appeal a centre determined grade a student must lodge their intention to appeal in writing to the Headteacher between 21st June and 25th June 2021. The appeals process will follow the WJEC High level guidance on the centre review and WJEC appeals process summer 2021 which has three stages. Students and parents / guardians can access the school's internal appeals and complaints policy via the school website.

7.3 Stage 1 involves a centre review of the provisional centre determined grade on the grounds of judgement and/or a procedural error has been made.

7.4 Stage 2 will involve an appeal to WJEC on the grounds that the judgement that the centre has made is unreasonable and/or a procedural error has been made; and

7.5 Stage 3 involves a request to Qualification Wales for an Exam Procedures Review Service (EPRS) to review whether WJEC has followed the required procedures.

7.6

Professional Learning

7.6 Working with Welsh Government, Qualifications Wales and WJEC, the school will ensure that appropriate training is provided to staff at all levels in order to ensure that the assessment plan, and associated processes, are implemented fully.

7.7 In addition to providing training on the assessment plan and associated actions for staff at all levels, the school will revise its existing training programme to help manage staff workload. Specific training on avoiding unconscious bias when assessing work will be provided for all staff involved in the marking of evidence.

7.8 Identified staff will also attend specific training on equalities issues, including public sector duties; managing conscious and unconscious bias; data processing and data protection, with particular reference to fair processing notices.

Private Candidates

7.9 Occasionally, the school has a very small number of individuals who sit examinations as private candidates. These individuals attend unseen examinations, which are assessed by the examination board.

7.10 Any individual who is entered as a private candidate will need to complete relevant evidence pathways in the same manner as non-private candidates to ensure the school's teaching staff can authenticate their work.

Application of special consideration

7.11 The school will apply the WJEC published '**Guide to centre policy; Appendix 3 Guidance on special consideration for summer 2021**' to those students who meet the specified criteria.

7.12 As is standard, the school may require evidence to demonstrate that the student meets the criteria.