



The de Ferrers Academy

The de Ferrers Trust TAG Summary Guidance for Teacher Assessed Grades 2021

It is government policy that this year's cohort of GCSE, AS and A level students will receive grades based on teachers' judgements of their performance based on a range of evidence. Once provided with training and guidance it is teachers who are best placed to assess the evidence of the standard at which a student is performing.

The government has also confirmed that there will be no school league tables published or made available to OFSTED from 2021 results nor will any teachers' appraisals be conducted from them.

Teachers should:

- Base a student's grade on the **standard** at which the student is performing.
- Use a range of evidence to make a judgement of the grade that a student is performing at.
- Only assess students on what they have been taught.
- Use the time remaining to balance continued teaching with any assessments they want to undertake.

Teachers should not:

- Decide the grade a student might have got had the pandemic not have occurred.
- Decide what grade a student might have received had they been able to take their exams. (As required in 2020).

Summary Guidance

Responsibilities for the awarding of teacher assessed grades:

- DL's will be responsible for the collecting and moderating of teacher assessed grades for each student in each subject within their faculty.
- DL's will be responsible for maintaining an assessment record of instances where different evidence has been used compared to the rest of the cohort and the reasons why
- DL's and a member of the faculty teaching staff will be required to sign for the grades as per Ofqual instructions.
- A declaration by the Head of Centre, Kathy Hardy, is required to finalise the submission of grades.
- The Examinations manager cannot make any withdrawals or changes to entry tiers from current entry.
- Teachers are responsible for sharing details of the range of evidence on which students' grades will be based but should not share details of the final grade, which is to be awarded, which should remain confidential.

The process for awarding teacher assessed grades:

1. Subject based Trust Leaders should work with HOF/DL at each academy to determine all sources of evidence which may be used to determine teacher assessed grades and submit to VP's at each academy for quality assurance.
2. VP's and Principal with overview for assessment to meet and review sources of evidence for every GCSE and AS/A Level examination course.
3. VP's will confirm sources of evidence to be used with each academy HOF/DL prior to the Easter holiday 2021.
4. Student assessments to take place between **19 April and 28 May**.
5. All final teacher assessed grades to be entered into SIMS marksheets by deadline day of **4.00pm Tuesday 8 June**.
6. NT will collate data and input into SISRA for DL and leadership team checking exercises.
7. CPA to review findings for any subject deemed to require attention.
8. DL and Line Managers to be invited to a quality assurance meeting with CPA & KDH to review the teacher assessed grades awarded between **9 June and 14 June**.
 - This is a check on whether the grades allocated to each student are appropriate based on the assessment trackers and overall evidence provided.
 - Discussion should centre around the last available predicted grades, National benchmarks from prior attainment and previous academy results to ensure grade percentages are in line with expectations for 2020/21.
9. NT to make final amendments in SIMS to teacher assessed grades resulting from the above quality assurance meeting and send to DL for final checking.
10. NP / JR / NT to upload teacher assessed grades from SIMS to exam boards as requested by deadline of **Friday 18 June**.

Training

- All staff should undertake any training provided / instructed to by their DL on applying mark schemes. This could be exam board training or in-house.
- All staff should undertake training on grade determination. This will look at how to determine the final holistic grade from the individual assessment pieces.
- DL should ensure that all faculty colleagues have read and understood the “[Conducting and Marking TAG assessments 2021](#)”, which ensures an awareness and avoidance of bias and objectivity.

Conducting assessments

- Follow the normal exam room protocols shown in the “[information for candidates](#)” document.
- Indicate on the front of the assessment any access arrangements taken by the candidate.
- Inform the Head of Year of any infringements of assessment room protocols or any personal circumstances which could affect a candidate’s performance.
- DL’s to maintain an assessment record of instances where different evidence has been used compared to the rest of the cohort and the reasons why.

Moderation process

- DL’s should ensure that a thorough moderation record of individual assessments is maintained.
- Faculty Moderation records can be faculty own ones or a DFA template will be issued if required, to detail all teachers marking that assessment, the moderator, initial and final scores of moderated work, any issues to be resolved and that they have.

Retention of candidates’ work for the summer 2021 series:

NB - (One subject at A level and 2 at GCSE to include either English Language or Maths will need to submit student’s work and grades for 5 students. Centres should retain records of student’s work, in case exam boards have any queries about the data.)

- Keep all sources of assessment evidence for each qualification that is used to determine the final teacher assessed grades conducted from March 25th onwards.
- DL to advice teachers of the location where assessments should be stored up until June 18th.
- After June 18th all assessments to be stored in TB2 in clearly labelled boxes.
- Any records of assessment marks must be retained safely as this will be needed to support the determination of students’ grades and the internal and external quality assurance processes and appeals.
- Retain any information relating to a candidate’s access arrangements by recording this on the front of the assessment.
- Inform the Head of Year of any personal circumstances which could affect a candidate’s performance, which might need to be taken into account during the process of determining a student’s grade so this can be recorded centrally.
- All candidate work and mark records for **any** assessments (whether as part of the initial evidence base or not) should be retained until **December 2021** as they might later be selected to form part of the final evidence base and the evidence that is available can be considered by the awarding organisations if the candidate decides to appeal on the grounds of the grade being unreasonable based on the evidence provided.

Providing student assessment scores / grades

- Teaching staff should inform students of the score for each assessment.
- Grades can be given for individual assessments if you have used past paper grade boundaries.
- Overall final holistic grades **must NOT** be given

Appeals

- Every student will have the right to appeal their grade if they so wish.
- Before a grade is submitted teachers should make students aware of the evidence they are using to assess them but not inform students of the final teacher assessed grade being awarded.
- If a student wishes to appeal, CPA will undertake an initial process review to check all processes were followed correctly and no errors were made. If CPA finds an error, a revised grade will be submitted to the exam board.
- CPA or appropriate member of the Leadership team will contact the student and/or parents/carers to inform them of the outcome of the process review.
- If the student still wants to appeal, NP will submit a formal appeal to the exam board for them. The exam board will check the centre followed its own processes and exam board requirements as well as reviewing the evidence used to form their judgement and providing a view as to whether the grade awarded was a reasonable exercise of academic judgement.
- Appeals are not likely to lead to adjustments in grades where the original grade is a reasonable exercise of academic judgement supported by the evidence. Grades can go up or down as the result of an appeal.

DL Guidance and support

A google drive folder found in de Ferrers Academy Staff Resources > Operations & Examinations > TAGS 2021 has been set up to provide all the necessary guidance for DLs

<https://drive.google.com/drive/folders/1zIb81ec5bulffvJPd7ONWDGd9RBCzPjI> which contains:

- A number of key JCQ guidance documents.
- KS4 & KS5 Subject assessment evidence forms.
- All policies, summaries and guidance documents.
- A department checklist which should be used by all DL's for each qualification.
- A google sheet will be provided to analyse student assessments prior to entering final teacher assessed grades alongside the use of SISRA.

Summary of Key Dates

19 April - 28 May	Student assessments and overall collection of evidence used to determine students' teacher assessed grades.
12 April - 30 April	Window for Centre Policy submission via proforma on CAP (Centre Admin Portal).
19 April - 11 June	Awarding organisations review Centre Policies and conduct virtual visits where needed.
8 June	Deadline for initial teacher assessed grades to be entered into SIMS.
9th - 14th June	Quality assurance reviews to take place with VPs, Principal and DLs. Grades moderated accordingly prior to final sign off of grades on SIMS by DLs.
15th June	Accountability meeting - CE of the Trust, VPs and Principal of each academy.
16/17 June	All teacher assessed grades to be uploaded to the Exam Boards by the Operations team.
18 June	Administrative checks on grades uploaded to Exam boards conducted and then signed off by the Principal.
18 June - 16 July	Awarding organisations conduct sample checks of evidence. In exceptional circumstances, sample checks may take place until 23rd July.
10 Aug	A Level Results available.
12 Aug	GCSE/Vocational Results available.

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