



Fullbrook Centre Policy

Determining Teacher Assessed Grades –
Summer 2021

A/AS Levels, GCSEs, iGCSEs and Vocational
Qualifications

(April 2021)

Centre Policy for determining teacher assessed grades in Summer 2021

Background

Every centre is required to create a Centre Policy that reflects its individual circumstances.

In writing this policy, Fullbrook have taken account of the guidance provided by Ofqual and in the document: *JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021* and, qualification specific guidance from all exam boards for which we offer qualifications.

For iGCSEs, Fullbrook have taken account of the guidance provided in the document: *Pearson Guidance on the determination of grades for International A/AS Levels and International GCSEs for May/June 2021*.

For BTECs, Fullbrook have taken account of the guidance documentation from Pearson: *BTEC qualifications: Awarding Results in 2021 – guidance for certifying and non-certifying learners*.

This policy should be read in conjunction with our existing policies for Exams, Malpractice and our BTEC policies.

Centre Policy for determining teacher assessed grades – summer 2021: Fullbrook (Centre No: 64918)

Statement of intent

This section outlines the purpose of this document in relation to our centre.

Statement of Intent

This section provides details of the purpose of this document, as appropriate to our centre and covers the following qualification types:

- GCSEs
- iGCSEs
- AS & A Levels
- Vocational Qualifications including; BTECs, Entry Level Certificate, Level 1/2 Awards and Certificates, Level 3 Diplomas, Cambridge Nationals and Cambridge Technicals.

The specific policy relating directly to BTEC qualifications for Summer 2021 can be viewed in Appendix D.

This policy will be used for these qualifications with all exam boards for which Fullbrook offer qualifications; AQA, Pearson, OCR, WJEC Eduqas, VTCT and NCFE.

The purpose of this policy is:

- *To ensure that teacher assessed grades are determined fairly, consistently, free from bias and effectively within and across departments.*
- *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 guidance.*
- *To ensure the consideration of historical centre data in the process, and the appropriate decision making in respect of, teacher assessed grades.*
- *To support a high standard of internal quality assurance in the allocation of teacher assessed grades.*
- *To support our centre in meeting its obligations in relation to equality legislation.*
- *To ensure our centre meets all requirements set out by the Department of Education, Ofqual, the Joint Council for Qualifications 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.*

Roles and responsibilities

This section of our Centre Policy outlines the personnel in our centre who have specific roles and responsibilities in the process of determining teacher assessed grades this year.

Roles and Responsibilities

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

Head of Centre

- Our Head of Centre, Mrs K Moore, will be responsible for approving our policy for determining teacher assessed grades.
- Our Head of Centre has overall responsibility for Fullbrook as an examinations centre and will ensure that clear roles and responsibilities of all staff are defined.
- Our Head of Centre will confirm that teacher assessed grade decisions represent the academic judgement made by teachers and that the checks in place ensure these align with the guidance on standards provided by awarding organisations.
- Our Head of Centre will ensure a robust internal quality assurance process has been produced and signed-off in advance of results being submitted.

Senior Leadership Team and Heads of Department

Our Senior Leadership Team and Heads of Departments will:

- provide training and support to our other staff.
- support the Head of Centre in the quality assurance of the final teacher assessed grades.
- ensure an effective approach within and across departments and authenticating the preliminary outcome from single teacher subjects.
- be responsible for ensuring staff have a clear understanding of the internal and external quality assurance processes and their role within it.
- ensure that all teachers within their department make consistent judgements about student evidence in deriving a grade.
- ensure all staff conduct assessments under the appropriate levels of control with reference to guidance provided by the Joint Council for Qualifications.
- ensure teachers have the information required to make accurate and fair judgments.
- ensure that a Head of Department Checklist is completed for each qualification that they are submitting.

Teachers/ Specialist Teachers / SENCo

Our teachers, specialist teachers and SENCo 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 Joint Council for Qualifications, to provide teacher assessed grades for each student they have entered for a qualification.
- ensure that the teacher assessed grade they assign to each student is a fair, valid and reliable reflection of the assessed evidence available for each student.
- make judgements based on what each student has been taught and what they have been assessed on, as outlined in the section on grading in the main JCQ guidance.

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- *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 teacher assessed grades. (JCQ Assessment Record Form : Assessment Evidence Form)*
- *Any necessary variations for individual students will also be recorded.*
- *securely store and be able to retrieve sufficient evidence to justify their decisions, an transfer scripts and evidence to Exams Officer when requested.*

Examinations Officer

Our Examinations Officer will:

- *be responsible for the administration of our final teacher assessed grades and for managing the post-results services.*
- *support Head of Centre by collecting updated Fullbrook staff Conflicts of Interest and Confidentiality declarations, ensure any mitigating steps are put in place and records maintained in accordance with JCQ regulations.*
- *ensure that May Assessments are conducted under our centre's appropriate levels of control, in line with this Centre Policy and guidance from the Joint Council for Qualifications.*
- *ensure that all available evidence is stored securely and is centrally accessible by the Exams Office and key staff involved with quality assurance and appeals processes.*

Training, support and guidance

This section of our Centre Policy outlines the training, support and guidance that our centre will provide to those determining teacher assessed grades this year.

Training

This section provides details of the approach our centre will take to *training, support and guidance in determining teacher assessed grades this year*

- *Teachers involved in determining grades in our centre will attend any centre-based training to help achieve consistency and fairness to all students.*
- *Teachers will engage fully with all training and support that has been provided by the Joint Council for Qualifications and the awarding organisations.*

Support for Newly Qualified Teachers and teachers less familiar with assessment

This section provides details of our approach to *training, support and guidance for newly qualified teachers and teachers less familiar with assessment*

- *We will provide mentoring from experienced teachers to NQTs and teachers less familiar with assessment.*
- *We will put in place additional internal reviews of teacher assessed grades for NQTs if they are involved in the TAG process and other teachers as appropriate.*

Use of appropriate evidence

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

A. Use of evidence

This section gives details in relation to our use of evidence.

- *Teachers 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 teacher assessed grades, and associated documentation, will be retained and made available for the purposes of external quality assurance and appeals.*
- *We will be using student 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 student 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 work which has been assessed in a way that reflects awarding organisation mark schemes.*
- *We will use internal tests taken by pupils.*
- *We will use mock exams taken over the course of study.*
- *We will use records of a student's capability and performance over the course of study in performance-based subjects such as music, drama and PE.*
- *For Pearson iGCSE we will use unseen materials provided by Pearson (after the release date) taken in supervised conditions and marked in centre. Supplemented with at least two pieces of extra evidence – including for example the use of past papers, in class tests, homework, and, where relevant, non-examined assessment.*

We provide further detail in the following areas:

Additional Assessment Materials

- *We will use additional assessment materials to give students 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 students 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 teachers 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 hasn't been taught.*

Our centre 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 student's own, especially where that work was not completed within the school or college.*
- *We will consider the limitations of assessing a student'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.*

Determining teacher assessed grades

This section of our Centre Policy outlines the approach our centre will take to awarding teacher assessed grades.

Awarding teacher assessed grades based on evidence

We give details here of our centre's approach to awarding teacher assessed grades.

- *Our teachers will determine grades based on evidence which demonstrates the standard at which a student is performing, i.e. their demonstrated knowledge, understanding and skills across the content of the course they have been taught.*
- *Our teachers will record how the evidence was used to arrive at a fair and objective grade, which is free from bias.*
- *Our teachers will produce an Assessment Record for each subject cohort. This will contain a description of the evidence that was used to arrive at a fair and objective grade, which is free from bias. The marks for each piece of evidence will be recorded on a central spreadsheet by the teachers. Any necessary variations for individual students will also be recorded on the central spreadsheet. This record will be shared with all the teachers for the subject cohort.*
- *We aim to use consistent sources of evidence for a class or cohort that relate closely to the specification requirements. The rationale for any exceptions will be documented on the spreadsheet.*
- *The range and amount of evidence could vary between subjects but within a subject the same evidence will be used for all candidates.*
- *We will be flexible where some students have missed a particular assessment through no fault of their own and have evidence to prove this. In such cases we may substitute other evidence if available, omit that item from the individual's basket of evidence or make a compensatory calculation in the absence of an alternative.*

Internal quality assurance

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

Head of Centre Internal Quality Assurance and Declaration

Internal quality assurance

This section gives details of our approach to internal standardisation, within and across subject departments.

- We will ensure that all teachers involved in deriving teacher assessed grades read and understand this Centre Policy document.
- In subjects where there is more than one teacher and/or class in the department, we will ensure that our centre carries out an internal standardisation process.
- We will ensure that all teachers are provided with training and support to ensure they take a consistent approach to:
 - Arriving at teacher assessed grades
 - 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 teachers to agree the awarding of teacher assessed grades.
- 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 teacher 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, the Multi Academy Trust or another school.
 - This will be their line manager or an equivalent subject lead within the MAT at another school.
- In respect of equality legislation, we will consider the range of evidence for students of different protected characteristics that are included in our internal standardisation.

Comparison of teacher assessed grades to results for previous cohorts

This section of our Centre Policy outlines the approach we will take to compare our teacher assessed grades in 2021 with results from previous cohorts.

Comparison of Teacher Assessed Grades to results for previous cohorts

This section gives details of our internal process to ensure a comparison of teacher assessed grades at qualification level to results for previous cohorts in our centre taking the same qualification.

- We will compile information on the grades awarded to our students in past June series in which exams 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 teacher assessed grades 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 A*-G and 9-1 grades in GCSEs. Where required, we will use the Ofqual guidance to convert legacy grades into the new 9 to 1 scale.
- 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 subjects that we no longer offer from the historical data.
- Changing the data with reference to cohort size
- Changing the data with reference to intake ability

Access Arrangements and Special Considerations

This section of our Centre Policy outlines the approach our centre will take to provide students with appropriate access arrangements and take into account mitigating circumstances in particular instances.

Reasonable adjustments and mitigating circumstances (special consideration)

This section gives details of our approach to access arrangements and mitigating circumstances (special consideration).

- Where students 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 obtained where possible. Where this is not possible then we will remove the requirement for that piece of evidence and make the judgement based on the other sources of evidence available for the individual, or we will use the piece of evidence but add special consideration of 3%.
- Where illness or other personal circumstances might have affected performance in assessments used in determining a student's standard of performance, we will take account of this when making judgements.
- We will record on the central spreadsheet, 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 students 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](#)

Addressing disruption/differential lost learning (DLL)**B. Addressing Disruption/Differentiated Lost Learning (DLL)**

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

- Teacher assessed grades will be determined based on evidence of the content that has been taught and assessed for each student.

Objectivity

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

Objectivity

This section gives a summary of the arrangements in place within our centre in relation to objectivity.

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

Senior Leaders, Heads of Department and 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 teacher assessed grades.*

To ensure objectivity, all staff involved in determining teacher assessed grades 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;*
- *teacher assessed grades 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.

The Head Teacher Declaration process will include discussion with each head of department to explore the potential for unconscious bias.

Assessments completed in the May Assessment window (4-21/5/21) will be anonymised before marking takes place.

Recording decisions and retention of evidence and data

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

C. Recording Decisions and Retention of Evidence and Data

This section outlines our approach to recording decisions and retaining evidence and data.

- *We will ensure that teachers and Heads of Departments maintain records that show how the teacher assessed grades 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 student'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 the evidence which we have is retained electronically or on paper in a secure centre-based system that can be readily shared with our awarding organisation(s).*

Authenticating evidence

D. Authenticating evidence

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

- *Robust mechanisms, will be in place to ensure that teachers are confident that work used as evidence is the students' own and that no inappropriate levels of support have been given to students to complete it, either within the centre or with external tutors.*

This includes:

- *Mock exams that were completed under JCQ exam conditions*
- *May Assessments which will be completed under controlled conditions*
- *Candidate authentication sheets signed by each candidate submitting evidence in the form of Non-Examined Assessments (NEA) in the usual way.*
- *In class assessments/tests authenticated by the class teacher as conducted in controlled conditions.*
- *In exceptional circumstances, candidate authentication sheets signed by candidates and countersigned by a parent will be completed for any candidates who, due to self-isolation, are submitting evidence completed at home.*
- *It is understood that awarding organisations will investigate instances where it appears evidence is not authentic. We will follow all guidance provided by awarding organisations to support these determinations of authenticity.*
 - AQA <https://www.aqa.org.uk/>
 - Pearson Edexcel <https://qualifications.pearson.com/en/home.html>
 - OCR <https://www.ocr.org.uk/>
 - WJEC Eduqas <https://www.eduqas.co.uk/>
 - VTCT <https://www.vtct.org.uk/>
 - NCFE <https://www.ncfe.org.uk/>

Confidentiality, malpractice and 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 students aware of the range of evidence on which those grades will be based. Our general policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021. This policy should be used in conjunction with our 2020-21 policies and our reviewed policies for Malpractice and Conflicts of Interest for Summer 2021.

A. Confidentiality

This section details the measures in place in our centre to maintain the confidentiality of grades, while sharing information regarding the range of evidence on which the grades will be based.

- *All staff involved have been made aware of the need to maintain the confidentiality of teacher assessed grades.*
- *All teaching staff have been briefed on the requirement to share details of the range of evidence on which students' 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/guardians.*

Malpractice

This section of our Centre Policy outlines the measures in place to prevent malpractice and other breaches of exam regulations, and to deal with such cases if they occur.

B. Malpractice

This section 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 (covered by the malpractice policy) and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021 in conjunction with this policy.*
- *Our Policy for Malpractice for Summer 2021 can be viewed in Appendix A.*
- *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 students;*
 - *failure to appropriately authenticate a student's work;*
 - *over direction of students in preparation for common assessments;*

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- *allegations that centres submit grades not supported by evidence that they know to be inaccurate;*
 - *centres enter students who were not originally intending to certificate a grade in the Summer 2021 series;*
 - *failure to engage as requested with awarding organisations during the External Quality Assurance and appeal stages; and*
 - *failure to keep appropriate records of decisions made and teacher assessed grades.*
- *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 students 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 outlines the measures in place to address potential conflicts of interest.

C. Conflicts of Interest

This section details our approach to addressing 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 students to our Head of Centre for further consideration.*
- *Our Head of Centre 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 to separate duties and personnel to ensure fairness in the later process of reviews and appeals.*
- *Our policy for Conflicts of Interest for Summer 2021 can be viewed in Appendix B.*

Private candidates

This section of our Centre Policy outlines our approach to working with Private Candidates to arrive at appropriate grades.

A. Private Candidates

This section details our approach to providing and quality assuring grades to Private Candidates.

- Our arrangements for assessing Private Candidates to arrive at appropriate grades are identical to the approaches utilised for internal candidates.
- Where it has been necessary to utilise different approaches, the **JCQ Guidance on Private Candidates** has been followed and any divergences from our approach for internal candidates have been recorded on the appropriate class/student documentation. (Fullbrook Assessment Record)
- In undertaking the review of cohort grades in conjunction with our centre results profiles from previous examined years, the grades determined by our centre for Private Candidates have been excluded from our analysis.

External Quality Assurance

This section of our Centre Policy outlines the arrangements in place to comply with awarding organisation arrangements for External Quality Assurance of teacher assessed grades in a timely and effective way.

A. External Quality Assurance

This section outlines 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 External Quality Assurance 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 External Quality Assurance 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 student evidence that is available, on which decisions regarding the determination of grades has been based, has been retained and can be made available for review as required.
- Instances where student evidence used to decide teacher assessed grades 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 External Quality Assurance 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 External Quality Assurance process.

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- *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.*

Results

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

A. Results

This section details our approach to the issue of results to students and the provision of 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 A/AS and GCSE 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 students.*
- *Arrangements will be in place for the provision of all necessary advice, guidance and support, including pastoral support, to students 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/guardians will be made aware of arrangements for results days, this information will be available on the exams page on the school website. www.fullbrook.surrey.sch.uk*

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.

A. Appeals

This section details our approach to managing appeals, including Centre Reviews, and subsequent appeals to awarding organisations.

- *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.*
- *Leaners 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 students 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.*

Data

All data policies and processes (including security, defences and prevention strategies) have been reviewed and necessary steps taken to support this year's teacher assessed grades process, in line with guidance from the DfE and JCQ.

We perform regular Cyber Security tests, have a Disaster Recovery plan in place and have processes in place in the event of an attack.

A summary with links to our policies can be viewed in Appendix C.

Appendix A

Malpractice Policy Summer 2021

Introduction

Fullbrook manages malpractice, in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.11). Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed in our annual Exams Policy and Malpractice Policy documents, according to the 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. This policy should be used in conjunction with our annual Fullbrook Conduct Policy and the Malpractice Policy 2020-2021.

Purpose of the policy

This policy addresses malpractice under the specific arrangements for delivery in Summer 2021. All staff involved have been made aware of this policy.

General principles

In accordance with the regulations Fullbrook will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation, including:
 - the [JCQ M1 form](#) in a case of suspected candidate malpractice
 - the [JCQ M2 form](#) in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#) and provide such information and advice as the awarding body may reasonably require

Where reference is made to candidates, this includes any private candidates accepted by the centre

Reporting malpractice

Candidates (or an individual acting on their behalf)

In accordance with [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) each candidate will be made aware of the evidence that is going to be used and understand that the range of evidence used to determine a grade is not negotiable.

Where a candidate might attempt to gain an unfair advantage during the centre's process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#), Fullbrook will submit a report of suspected candidate malpractice to the relevant awarding body.

Where a candidate, or an individual acting their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff, Fullbrook will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of the outcome. This will include a record that confirms the candidate had been made aware of the evidence that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ MI Report of suspected candidate malpractice](#).

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments
- It can also be used to provide a report on investigations into instances of suspected malpractice
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice

Centre staff

Fullbrook will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

Examples of potential malpractice taken from the [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) includes but is not limited to:

- Exam entries are created for students who had not studied the course of entry or had not intended to enter for June 2021
- Grades created for students who have not been taught sufficient content to provide the basis for that grade
- A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades
- A teacher fabricating evidence of candidate performance to support an inflated grade
- A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade
- A teacher intentionally submitting inflated grades
- A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance

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- A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades
- A failure to take reasonable steps to authenticate student work
- A failure to appropriately manage Conflicts of Interest (COIs) within a centre
- A Head of Centre's failure to submit the required declaration when submitting their grades
- Grades being released to students (or their parents/carers) before the issue of results^[1]
- Failure to cooperate with an awarding body's quality assurance, appeal or investigation processes
- Failure to conduct a centre review or submit an appeal when requested to do so by a student

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M2 Notification of suspected malpractice / maladministration involving centre staff](#).

- This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration

The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received

Conflicts of Interest Policy Summer 2021

Introduction

Fullbrook manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in our general Exams Policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

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. This policy should be used in conjunction with our annual Exams Policy, Fullbrook Conduct Policy and the Malpractice Policy 2020-2021.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2021.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2021 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre

Declaration process

- A *Declaration of Personal Interest form* for Summer 2021 will be sent by the Exams Officer in the form of an electronic survey form (communicated via email) to all centre staff involved in the process
- Staff will be required to
 - confirm their understanding of what a personal interest in a candidate relates to
 - (where applicable) declare no personal interest in any candidate
 - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
 - confirm their understanding of the JCQ Malpractice regulations and Fullbrook Malpractice policies
 - confirm awareness of the need to maintain the confidentiality of the grades (and endorsements) determined by the centre
 - completed declarations are returned to the Exams Officer and records maintained

Managing conflicts of interest

- A *Conflicts of Interest log* for Summer 2021 will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by the Exams Officer and Head of Centre, if this is deemed a potential risk to the integrity of the centre's assessments
- (where applicable) The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need if to separate duties and personnel
- This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

Individual awarding body instruction/guidance will be followed if there is any change (for summer 2021) to their normal procedures for informing of conflicts of interest.

Appendix C

(GEP) Fullbrook Data Policies – Summary

Summer 2021 Fullbrook Centre Policy for Determining Teacher Assessed Grades

All data policies and processes (including security, defences and prevention strategies) have been reviewed and necessary steps taken to support this year's teacher assessed grades process, in line with guidance from the DfE and JCQ.

We perform regular Cyber Security tests, have a Disaster Recovery plan in place and have processes in place in the event of an attack.

A summary with links to our policies can be viewed below.

Data Protection

Data Protection Presentation

In order to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 we provide all staff with yearly GDPR training. We have completed a significant amount of internal analysis, refreshed our policies and revised internal procedures. We also ask staff to sign and return our data protection policy after attending the GDPR training.

- [Presentation](#)

Data Protection Policy

In order to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 we ask all staff to read and sign the Data Protection Policy.

- [GEP-Data-Protection-Information-Policy](#)
- [GEP Policy Compliance Declaration](#)

Device Encryption Guide

We ask that any mobile devices carrying personal or sensitive data for GEP Academies, such as emails is encrypted. If staff do not wish to have GEP personal or sensitive information on their mobile device, then this is not required.

By default all GEP owned mobile devices, such as laptops, mobile phones or tablets are encrypted by the Network Team.

- [Device Encryption Guide](#)

Service Request Portal

We have a duty to ensure that the information we process and hold is secure and maintained correctly. The below portals enable staff, parents and students to communicate incidents, statutory requests, policy exemptions and privacy impact assessments directly to the correct people.

[Security Incident Portal](#)

At the GEP we have a duty to ensure that the information we process and hold is secure. This portal is the first step in reacting to a breach, or a suspected breach relating to information, systems and data.

[Subject Access Request Portal](#)

Subject Access Requests Portal enables the logging and tracking of Subject Access Requests, whether they concern Access to personal data or an individual invoking the 'Right to be Forgotten'.

[Policy Exemption Portal](#)

Summer 2021 Fullbrook Centre Policy for Determining Teacher Assessed Grades

The GEP have gone to every measure to ensure that the GEP Data Protection & Information Policy is accurate and lawful, the Policy Exemption Portal enables the logging and tracking from those staff, contractors or volunteers that are unable to adhere to any part of the policy.

[Data Protection Impact Assessment Portal](#)

A Data Protection Impact Assessment (DPIA) is a process designed to help a GEP establishment identify and minimise the privacy risks presented by the development of new or changed services, procedures or policies. A DPIA can also be used for research projects.

Welcome to the GEP Service Request Database

We have a duty to ensure that the information we process and hold is secure. This portal is the first step in reacting to a breach, or a suspected breach relating to information, systems and data.

As a GEP employee we understand that data protection is paramount, completing these details will help us learn from our mistakes and actively share good practise.

The GEP GDPR team may need to contact you regarding the reported breach, so please fill this form out to the best of your ability

Step 1: Service Request Incident/Breach Form

Please download and complete the form to the best of your knowledge. When you have completed the form please upload it in step 4

Form

Step 2: Your Details

Name: *

Job Title:

Telephone
Number:

Step 3: Incident Details

Date of the
Incident: *

Summary of
Incident: *

Service Request
Incident Type: *


School or
Business Unit: *

Step 4: Upload Incident Form

Select File: No file chosen

[Clear Attachment](#)

Summer 2021 Fullbrook Centre Policy for Determining Teacher Assessed Grades



[Home Page](#)
[Security Incident](#)
[Statutory Request Portal](#)
[Policy Exemption](#)
[Data Protection Impact Assessment Portal](#)
[Complaints Form](#)
[GEP Complaints Form](#)

Statutory Request Portal

Under Section 7 of the Data Protection Act a person is able to request information from the GEP on:

- Whether any personal data is being processed;
- Description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- Provided a copy of the information comprising the data, and given details of the source of the data (where this is available);

As detailed in the General Data Protection Regulation, in most cases the GEP have one calendar month to respond. In certain cases the GEP will be exempt from providing information, details of exemption can be found on the ICO website here: [Exemptions](#)

Step 1. Your Details

Name

Telephone Number

Company Name (if applicable)

Step 2. Request Details - Please include any specific details of your request

Date of Subject Access Request

School or Business Unit

Summary

Description

Step 3. Supporting Documentation

GEP Contact Details

01483 888188

GEP Academies
c/o George Abbot School
Woodruff Avenue
Guildford
Surrey
GU1 1XX

ICO Registration: Zx168873

Appendix D

Centre Policy for BTEC: Q-TAGs Summer 2021

All centres are required to confirm their adherence to the Pearson guidance for awarding BTEC Qualification level Teacher Assessed Grades (Q-TAGs) via submission of this Q-TAG policy to the exam board and the Head of Centre Declaration process this year.

Fullbrook will follow the guidance and steps outlined below, and existing BTEC policies for Quality Assurance.

This policy should be read in conjunction with our annual BTEC policies, which can be viewed on the website <https://www.fullbrook.surrey.sch.uk/policies/> and this full document; Fullbrook Centre Policy for determining teacher assessed grades Summer 2021.

Aims of this Policy:

1. To make it clear the steps that Fullbrook will take to ensure that the Q-TAGs we determine for our learners are sufficiently valid and reliable. We will:

- Review the specification grading information i.e., unit-level assessment criteria and grade descriptors with the subject teaching team
- Consider what evidence we have from the content that has been taught
- Collect the evidence
- Evaluate the quality of the evidence
- Assign a Qualification-Level Teacher Assessed Grade (Q-TAG)
- Reflect on judgement before submission

Fullbrook have referred to the further detail in relation to the above steps as published by Pearson in the BTEC guidance documentation and the supporting information on the Pearson webpages.

2. To ensure that learners can feel confident in the process that Fullbrook have taken to determine their Q-TAG.

3. To review the existing BTEC policies, and we confirm that they now also apply in the context of Q-TAG judgements.

4. To reflect and incorporate Ofqual's Vocational Contingency Regulatory Framework (VCRF) and Guidance that any Q-TAG is based on appropriate sources of evidence and has gone through an internal quality assurance process (which includes final sense check of outcomes against historical centre outcomes).

5. To ensure that the methodology used to determine the Q-TAG is consistent and sufficiently valid, reliable and does not advantage or disadvantage any group of, or individual, learners.

In order to do this Fullbrook will, for each qualification and learner, submit a Q-TAG and Head of Centre Declaration confirming that we have:

1. Ensured that all relevant teaching staff (i.e. Assessors, Internal Verifiers, Heads of Department and Heads of Centre) will (and have) use(d) the guidance provided by Pearson to confirm the Q-TAG, and refer to supplementary guidance from JCQ and Ofqual where required.
2. Ensured that the evidence that has been used for each Q-TAG judgement is sufficiently documented to ensure that it can be explained to the learner or Parent or Carer in the case of Appeals, and to Pearson. Fullbrook will take into account previous years' results, if there is a material difference in the results profile expected in 2021, we must be able to explain why its results are significantly out of line with past performance (be that higher or lower).
3. Ensured that all assessment evidence is retained in line with Ofqual's Vocational Contingency Regulatory Framework (evidence which is used to support the Qualification-Level Teacher Assessed Grade should be retained until 6 months after the date of the issue of the result, or the conclusion of any appeal in relation to that result, whichever is later). In some cases, evidence may no longer be available, JCQ has released guidance on the retention of evidence in these circumstances. Evidence must be made available for the purposes of further external quality assurance or an Appeal. This will include documentation that demonstrates the above process for the Q-TAG judgement has been followed, i.e.:
 - Records of Standardisation of Assessors and Internal Verifiers and other relevant members of staff, in relation to the Q-TAG process and holistic judgements
 - Evidence sheets for learners (Existing BTEC templates for actual assessment and Pearson will provide a template for documenting alternative evidence)
 - The alternative sources of evidence that have been considered
 - Any additional Assessment and Internal Verification materials
 - Any assessed learner work assessment records
 - Records of performance data used for sense check, with explanation for any deviation in the 2021 Q-TAG judgements (if there is a material difference in the profiles expected in 2021).
4. Ensured that we follow all other policies as set out in the Pearson Annual Centre Declaration signed in 2021, including Pearson Terms and Conditions. This includes:
 - Equality and Diversity
 - Safeguarding
 - Health and Safety (including any arrangements for employer Involvement)
 - Special Consideration and Reasonable Adjustment
 - Recognition of Prior Learning
 - Registration and Certification of Learners
 - Assessment
 - Internal verification

Summer 2021 Fullbrook Centre Policy for Determining Teacher Assessed Grades

- **Plagiarism and Assessment Malpractice**
- **Appeals & Complaints**