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# Summary form: Budmouth Academy Centre Policy for the delivery of Teacher Assessed Grades: 2021

## Centre Details

2. Centre Number \* 55385

3. Centre Name \* Budmouth Academy Weymouth

4. Head of Centre Name \* David Herbert

5. Head of Centre Email address \* dherbert@budmouth-aspirations.org

6. Exam boards your centre has made entries with this Summer. \*

AQA

EduqasWJEC

OCR

Pearson

CIE

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## Roles and Responsibilities

As outlined in the JCQ Guidance, this section of the Centre Policy should outline the personnel in your centre who have specific roles and responsibilities in the process of determining teacher assessed grades this year.

7. Our Centre Policy defines the Roles and Responsibilities of Key personnel in the Centre. \*

Yes

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## 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. This includes the need for specific training and support for Newly Qualified Teachers and teachers less familiar with assessment.

8. Centre based training will be in place for all teachers determining teacher assessed grades. \*

Yes

9. All staff determining teacher assessed grades will receive specific training on how to achieve objectivity in setting questions, marking student work and decision making for teacher assessed grades. \*

Yes

10. We have put in place specific support for Newly Qualified Teachers and teachers less familiar with assessment. \*

Yes

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11. We have put in place appropriate guidance for teachers to ensure they are confident in the authenticity of student evidence, and how to deal with cases where evidence is not thought to be authentic. \*

Yes

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## Appropriate Evidence

This section of the Centre Policy should set out how regard will be given to the JCQ Guidance to Teachers on Grading.

12. All teachers determining teacher assessed grades will have regard for the Ofqual Information for Heads of Centre, Heads of Department and Teachers, DfE guidance on recommended evidence, and further exam board guidance. \*

Yes

13. In line with the Ofqual Information for Heads of Centre, Heads of Department and Teachers, evidence and records on which a student's grade is based, will be retained safely by the centre and will be made available for the purposes of external quality assurance and appeals. \*

Yes

14. Our centre will use the following evidence across subjects to determine students teacher assessed grades

Whole past papers

Additional Assessment Materials provided by exam boards

Completed or incomplete Non-Examined Assessment (often referred to as coursework)

Mock exams

Substantial class or homework (including those that took place during remote learning)

Internal tests taken by students

Records of a student's capability and performance over the course of study in performance- based subjects such as music, drama and PE

Records of each student's progress and performance over the course of study

Any other evidence agreed within the team and confirmed with SLT link, that is deemed as suitable evidence to support fair and accurate grading.

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15. Briefly describe how you will ensure an appropriate balance of evidence to determine teacher assessed grades that are awarded consistently and fairly to students. \*

Each course will be discussed within departmental teams to agree the range of evidence and the appropriateness of the evidence. Each piece of evidence will be standardised and moderated to ensure fair and accurate marking. The most appropriate range of evidence for each course will be used.

16. Briefly describe your approach to ensure that teachers consistently apply assessment criteria and standards within and across subject departments \*

All staff will receive training and guidance to ensure consistency in standards, these will be rigorously checked and standardised.

17. All evidence used to determine teacher assessed grades for students will take account of appropriate access arrangements and reasonable adjustments. \*

Yes

18. Teacher Judgements will be based only on records and evidence that demonstrate a student's performance in relation to the subject content that they have been taught (or in the case of private candidates, the subject content they have studied). \*

Yes

19. We confirm that teachers will share with students and parents information about the range of evidence considered in grading decisions, but will not disclose final teacher assessed grades to students or parents before results are issued. \*

Yes

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20. We will record and document all cases of malpractice and maladministration in accordance with the guidance provided by exam boards.

Yes

21. We will record and respond to all allegations of Conflict of Interest in accordance with guidance provided by exam boards. \*

Yes

22. We will have arrangements in place to ensure a comparison of teacher assessed grades at qualification level to results for previous cohorts at the centre taking the same qualification in an exam year (2017, 2018 or 2019). \*

Yes

23. Where the overall results at GCSE, AS or A level look very different from recent years (2017, 2018 or 2019), we will record the likely reasons for this. We will make this commentary available for review during the external quality assurance process upon request. \*

Yes

24. All documentation, including Head of Centre checklists, and where used, Departmental and Assessed Evidence grids and Candidate Assessment Records, will be retained and made available to awarding organisations upon request. \*

Yes

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## Private Candidates

25. Our centre accepts entries for and will be awarding teacher assessed grades to private candidates. \*

Yes

26. Briefly describe your approach to gathering a range of evidence to assess private candidates, including whether you will accept evidence from other established educational providers. \*

We have very few Private Candidates and have been working with them to enable them to complete supervised assessments and submit suitable work for assessment by our staff. Only where we have enough evidence that is suitable have we agreed that we are in a position to grade a Private Candidate.

27. I confirm that we will follow the JCQ interim guidance for centres accepting private candidates.

Yes