



APPENDIX C: Subject Approach to Assessment Delivery

Subject:	Additional Maths
Director Of Standards:	Tom Hall
Plan Created By:	Tom Hall
Plan Quality Assured By:	Beth Pretty

Please outline what the conditions will be for each of your assessments outlined in the Assessment Plan:	<p>The GCSE Additional Maths Assessments will take place over a series of 3 lessons with 40 minutes assigned to high control.</p> <p>These control measures will be shared with all students prior to each assessment:</p> <ul style="list-style-type: none"> • Ensure phones are off and in your bag; • Only have equipment, including books, on your desk that is needed for the task, put all other equipment in your bag; • Put bags under your desk; • Please work in silence unless directed otherwise; • You may not communicate with anyone unless directed otherwise; • If you need help please put your hand up; • Please follow this guidance until you are told that the conditions have stopped. <p>Students will have designated seats within the classroom and a register will be taken to check attendance and all access arrangements will have been previously arranged and understood by both staff and students.</p>
Please outline how you will implement access arrangements if they are required. Please maintain confidentiality here:	<p>We will follow the school procedure on access arrangements which is aligned to the JQC policy. Staff will use SIMS to ensure that all pupils with access arrangements have those arrangements met. Staff will use the document stored in the Exams office to ensure that they have a secure knowledge of what the access arrangement for each pupil is. Staff will liaise with the ALNCo or Mr Davidson should there be any queries regarding access arrangements.</p>



	<p>Access Arrangements Coordinator for the Department (JJ) will create registers for each class and each assessment highlighting the access arrangements for students. This will ensure that staff clearly understand the access arrangements that need to be met for each assessment.</p> <p>Specifically: GCSE Additional Maths assessment is an adapted XXXX paper, which take place over 3 x 40 minute sessions. These sessions will be in normal lessons. Pupils who require additional time will have this time built into the lesson while the remainder of the class engage in a non-assessed follow up activity. During the assessment teachers will be monitoring the classroom carefully to ensure conditions are followed, during this process they will take the role of a prompt for pupils who have this access arrangement, teachers have received information regarding the duties of this role. Papers will be produced to suitable sizes and in suitable colours to meet the needs of specific learners. Teachers will use the established school on-call system to meet the needs of pupils with arranged supervised rest breaks.</p>
<p>Please outline how you will ensure the authenticity of each learner's work:</p>	<p>Teachers will carefully monitor assessment situations to ensure that appropriate conditions are adhered to. At the start of each session teachers will remind students of exam procedures for authenticating own work regarding mobile devices, storage devices and communication.</p> <p><i>Where an assessment falls during scheduled teaching and learning, any material pertaining to preparation or revision for the assessment on a screen or whiteboard will be removed.</i></p> <p>Pupils will be required to sign a declaration ensuring that the work is the pupil's own work.</p>
<p>How will you make this assurance if the work is completed remotely, i.e. will you use other evidence to authenticate?</p>	<p>In circumstances where an assessment is forced to happen remotely:</p> <ul style="list-style-type: none"> • Staff will prioritise assessments which are easier to supervise remotely, such as ones which can be transferred easily to Google Forms • Staff will set clear timelines on assignments for the submission of assessed work, with the understanding that if there is the very rare circumstance where a piece of work cannot be uploaded a parental declaration will support that fact



	<ul style="list-style-type: none"> • Historic attainment data will be used to help establish the validity of work done under such circumstances • If necessary a plagiarism check will be undertaken <p>Assessments with published mark-schemes will be altered and quality assured to ensure they are still appropriate</p>
<p>If a teacher is asked to award a grade for a family member or family friend it is deemed a conflict of interests. Do you anticipate any potential conflicts of interest? How will you resolve them?</p>	<p>There are no conflicts of interest.</p>
<p>Will you commit as a department to engage in relevant WJEC training events?</p>	<p>Yes</p>