



APPENDIX A: Bassaleg School Subject Assessment Plan

Subject:	AS Law
Director Of Standards:	H Greenway
Plan Created By:	R Williams
Plan Quality Assured By:	H Greenway

Link to Qualifications Assessment Framework:	https://www.wjecservices.co.uk/sectionlist-2021-home.asp?stype=10 Please review the framework pertinent to your subject
Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:	<p>1. WJEC-adapted past-paper questions: The curriculum area will use the adapted past papers provided by WJEC, specifically the Unit 1 paper from XXXX .and the Unit 2 paper from XXXX as a key determinant of the final grade. These assessments will give pupils the best chance to demonstrate their attainment as it will allow for sufficient coverage of the breadth and depth of the specification requirements by assessing the following:</p>



	Unit	Unit weighting %	AO1	AO2	AO3
	AS Unit 1	25% (62.5%)	10% (25%)	7.5% (18.75%)	7.5% (18.75%)
	AS Unit 2	15% (37.5%)	6% (15%)	4.5% (11.25%)	4.5% (11.25%)
When do you plan for learners to undertake these assessments?	<p>The unit 2 paper XXXX will take place over 3 lessons. The formal assessment process will begin on the week beginning 19th April</p> <p>The formal assessment process for unit 1 XXXX over 3 lessons will begin on the week beginning 4th May</p>				



How will you ensure that these assessments are delivered consistently by each teacher in the subject?	<p>A department meeting will take place on 24/3/21 where every member of the department will take part in a training to explain the control conditions for each assessment. Assessment procedures for Units 1 and 2 will be in line with WJEC control measures.</p> <p>Assessment Front Cover 2021 Cover sheets will be provided for every assessment sat by every pupil which will detail the instructions to candidates and the timings of the assessments, thereby ensuring a standard approach. The sheets will also contain declarations from teachers and students regarding the use of access arrangements and the allocation of marks for each question on the paper. These will undergo a clerical check as per the School Centre Assessment Policy.</p> <p>Pupils will not be permitted to resit assessments.</p>
How will you ensure consistency in the marking of the assessments?	<p>Unit 1 is a WJEC adapted exam paper with a clear approved mark scheme. All staff will mark in accordance with the markscheme. Each member of staff will be allocated whole questions to mark across class assessment which match with their specialisation to improve consistency.</p> <p>Unit 2 is a WJEC adapted exam paper with a clear approved mark scheme. All staff will mark in accordance with the markscheme. Each member of staff will be allocated whole questions to mark which match with their specialisation to improve consistency.</p> <p>Prior to marking any assessment all staff will attend a standardisation meeting and will take part in training aimed to standardise their understanding of the markscheme and range of answers for each assessment.</p>



	<p>This meeting will take place virtually and be recorded, so that in the rare circumstance that someone is unable to attend they can access the recorded training.</p> <p>Attendance to standardisation meetings and the outcomes of the standardised script will be signed off on the Department Summer 2021 Assessment Sign Off sheet which will be securely stored with a master copy of the assessment.</p> <p>Feedback will not be given to learners on the outcomes of assessments which contribute to the centre assessed grades</p>
Explain how you will ensure appropriate access arrangements are met:	<p>The school will follow its Access Arrangements Procedure, which is written in accordance with the JCQ Access Arrangements guide.</p> <p>All pupils requiring access arrangements are marked clearly on the school SIMS system</p> <p>Prior to any assessment the Director of Standards will individually meet all teachers and discuss the access arrangements required for pupils in each class</p> <p>Staff and pupils will sign a declaration on the Assessment Front Cover 2021 to indicate that access arrangement have been met.</p> <p>The ALNCO and second in ALN Mr Davidson will offer necessary support in implementing access arrangements.</p> <p>I R Williams confirm I have spoken to each teacher to ensure this happens.</p>



How will the assessments be stored when completed?	When completed the assessments will be stored in a locked cupboard. They will be stored with the master copy of the assessment paper and the signed off Department Summer 2021 Assessment Sign Off cover sheet.
How will the marks be stored when completed?	<p>The marks will be on each paper and duplicated on the Assessment Front Cover 2021. A clerical check will take place to ensure that these match.</p> <p>Marks will also be input in the school SIMS system and stored electronically.</p>
How can the assessments be fairly amended in case of any school closures or changes to delivery?	<p>Learner absence for assessments: the department will ensure that time is provided, within the allocated window, for learners to complete any missed tasks. Learners will work under the same required conditions outlined above to complete the assessment task.</p> <p>Further lockdown or isolation periods: learners will have the opportunity to complete the assessment tasks remotely under specified controls. The assessment will be sent on google classroom with a timer set for handing in to comply with time restrictions. Parents will need to sign a confirmation of students own work. Any students who have ICT issues will need to evidence problems and apply for special consideration.</p> <p>Candidates will sign all assessments as confirmation of their own work.</p>