



APPENDIX D: Subject Approach to Quality Assurance of Assessment and Grading Decisions

Subject:	GCSE Language
Director Of Standards:	Kate Elkins
Plan Created By:	Kate Elkins
Plan Quality Assured By:	Amrit Takhar/Liz Richards

Please confirm that you have read and followed the School Procedure on Internal Moderation	https://drive.google.com/file/d/1sOHVyoltf4KKkktKXtpVc-9Cd7gZ-2t5/view?usp=sharing I confirm that I have read and followed the school procedure on internal moderation.
Please outline the sampling and standardisation strategies you will use:	Work will be marked by the teacher in green pen. Once an assessment has been completed, the teachers of that assessment will attend a standardisation meeting where three scripts will be assessed and standardised against the mark scheme. This session will be recorded for training purposes and staff attendance to this training will be recorded. Five pupils from each class will then be internally moderated in red pen to see if a second appropriate staff member agrees with the awarded grade. A further 5 pupils will be selected by the school Senior Leadership team from a subject cohort. These scripts will be anonymised and internally moderated. This selection will have a representative sample of pupils with protected characteristics, particularly: eFSM pupils, EAL pupils, LAC, pupils, pupils from non-white ethnicities, young carers and those associated with the school Queer and Straight Alliance group. A clerical check will take place for every assessment sat to ensure that each page has been looked at/checked and that the grades recorded for the assessment are the same as the grades awarded. The department will follow the quality assurance checklist provided by the school:



	https://drive.google.com/file/d/116TowrKLKo4aCyqa9TJF87brluT-yQmd/view?usp=sharing
Please confirm that you understand that additional School Level sampling will take place where subjects will be directed to sample specific students' work:	I confirm that I understand.
Outline what steps will be taken if it is deemed necessary to adjust a teacher's assessments:	The purpose of the moderation will be to check that the moderator can agree the rationale by which the original marker has awarded marks. If during a moderation process the moderator feels that they would award different grades they will report it to the director of standards. The director of standards will have the same scripts and a further five scripts sampled by a third party. Any changes that are made will be recorded. The teacher who has been the subject of scrutiny will review their marking for the assessment and make necessary changes to the remainder of their work
Please confirm that you have examined previous subject results and when you submit subject results with have an understanding of where 2021 outcomes fit in historic patterns:	I can confirm that I have examined previous subject results and have an understanding of where 2021 outcomes fit in historic patterns.
Please confirm that you will follow school policy, to be outlined in the Centre	I understand that as per the Centre Assessment Policy:



Assessment Policy which outlines how moderation and standardisation should take place to award a final holistic grade per student:	Each learner's grade will be determined using a 'best-fit' model, whereby strengths in some areas may balance shortcomings elsewhere. When determining the grade, we will take account of unit and assessment objective weightings in the specification (including the effect of any adaptations) and consider each learner's evidence in relation to the WJEC grade descriptors. Any extenuating circumstances will be taken into account before the final grade is allocated. The final grade will be based on a judgement of evidence collected across units and assessment objectives, taking account of any adaptations made for 2021. All grades awarded will undergo stringent moderation procedures to ensure accuracy and consistency.
Please confirm that a Decision Making Record will be accurately kept for each learner:	Clear decision making records will be kept for each learner and will follow WJEC guidance Decision making records will be shared with learners alongside Centre Determined grades Decision making records will be clear and easy for third parties to understand
Will you commit to ensuring that the department engages in relevant WJEC professional learning?	Yes, I will commit to undergoing ongoing training throughout the process as necessary.