



APPENDIX A: Bassaleg School Subject Assessment Plan

Subject:	GCSE ICT
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Link to Qualifications Assessment Framework:	https://www.wjecservices.co.uk/sectionlist-2021-home.asp?type=10
Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:	<p>In accordance with example 1 from WJEC Qualification Assessment Framework GCSE ICT Single Award we will be using the Unit 3 past paper from Summer XXXX plus Unit 2 NEA tasks (completed) plus Unit 4 NEA tasks (partially completed)</p> <p>RCR and REA will meet during w/c 22/3/21 to agree which sections of the Unit 4 NEA will not be able to be completed in the allocated time.</p>
When do you plan for learners to undertake these assessments?	<p>Any sections of Unit 2 identified as missing should be submitted by 19th April 2021</p> <p>Partially completed Unit 4 should be submitted by 11th May 2021</p> <p>Unit 3 examination sessions will take place on 14/5/21, 18/5/21 and 19/5/21</p>
How will you ensure that these assessments are delivered consistently by each teacher in the subject?	<p>There is only one group of 25.</p> <p>For Unit 2 and Unit 4 NEA RCR / REA will follow the guidance for subjects with NEA content linked in circular 43 from WJEC in February 2020</p> <p>REA and RCR will meet before 14/5/21 for training to explain the control conditions for the Unit 3 examination.</p>



	<p>Cover sheets (Assessment Front Cover 2021) will be provided for the Unit 3 examination to be sat by each learner 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 learners 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>Learners will not be permitted to resit the Unit 3 examination or the Unit 2 and Unit 4 NEA</p>
<p>How will you ensure consistency in the marking of the assessments?</p>	<p>Unit 3 is a WJEC exam paper with a clear approved mark scheme. REA will mark all scripts in accordance with the markscheme.</p> <p>Unit 2 and Unit 4 are WJEC NEA set tasks with clear and established mark schemes. RCR will mark in accordance with these mark schemes</p> <p>Prior to marking Unit 3 REA will attend a standardisation meeting for Unit 3 with RCR aimed to standardise understanding of the marks scheme and range of answers for each assessment. RCR has previously marked Unit 3 for WJEC.</p> <p>Prior to marking Unit 2 and Unit 4 RCR will attend a standardisation meeting for Units 2 and 4 with REA aimed to standardise understanding of the mark scheme and the range of acceptable responses / approaches for each section of each NEA.</p> <p>Attendance to standardisation meetings and the outcomes of the standardised scripts / portfolios will be signed off on the Department Summer 2021 Assessment Sign Off sheet which will be securely stored with a master copy of each assessment.</p>



	Feedback will not be given to learners on the outcomes of assessments which contribute to the centre assessed grades
Explain how you will ensure appropriate access arrangements are met:	<p>The school's Access Arrangements Procedure, which is written in accordance with the JCQ Access Arrangements guide will be followed at all times</p> <p>All learners requiring access arrangements are marked clearly on the school SIMS system</p> <p>Prior to Unit 3 examination REA will ensure that all access arrangements have been met for all identified learners in the group.</p> <p>REA and learners will sign a declaration on the Assessment Front Cover 2021 to indicate that access arrangements have been met.</p> <p>Further information to support implementing access arrangements can be obtained from the ALNCO and second in ALN Mr Davidson if necessary.</p>
How will the assessments be stored when completed?	<p>When completed the written assessment Unit 3 will be stored on the top shelf of the ICT office which will be locked when empty. It will be stored with the master copy of the assessment paper and the signed off Department Summer 2021 Assessment Sign Off cover sheet</p> <p>Copies of each candidate's Units 2 and 4 will be stored on a memory stick and backed up to a Google Drive folder. Completed and signed WJEC candidate declarations ref 15761 for Unit 2 and ref 14362 for Unit 4 will be stored. The memory stick and candidate declarations will be stored on the top shelf of the ICT office which will be locked when empty.</p>
How will the marks be stored when completed?	<p>The marks will entered on to each paper and duplicated on the Assessment Front Cover 2021</p> <p>Marks from the NEA assessment spreadsheets, used when marking each NEA, will be copied onto the Unit 2 candidate declarations and Unit 4 candidate declarations. A clerical check will take place to ensure that these match.</p> <p>Summary marks for each of the three units will be recorded for department use on a spreadsheet shared in the Google Drive folder '2021 Centre Determined Grades'. 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: where possible learners will have the opportunity to complete the assessment tasks remotely under specified controls.</p> <p>REA will convert the unit 3 exam paper to a Google Doc format which will be broken up into assignments if necessary and accessed remotely via GC. Assignments submitted at the end of the allotted time will be downloaded to the Staff Shared Area.</p>
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