



APPENDIX A: Bassaleg School Subject Assessment Plan

Subject:	Geography A Level
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Link to Qualifications Assessment Framework:	https://www.wjec.co.uk/umbraco/surface/blobstorage/download?nodeId=33778
Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:	<p>1. Non Examination Assessment (NEA): The department will continue to complete Unit 4, the NEA outlined for the course. There are no adaptations to the Geography A level NEA (https://www.wjec.co.uk/media/4yzjhf4u/wjec-gcse-and-gce-nea-booklet-summer-2021-e-feb-2021.pdf, p. 20) This will allow pupils to demonstrate AO1, AO2 and AO3 in the context of an independent fieldwork investigation.</p> <p>2. Bassaleg School adapted papers: The curriculum area will use the adapted past papers provided by WJEC.</p> <p>For Unit 3, Section A will be taken from the Unit 3 XXXX paper and Section B will be taken from the Unit 3 XXXX paper. Students will not complete a question on 21st Century Challenge. For Unit 4, students will complete question 1 and question 4.</p> <p>Together 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: AO1, AO2, and AO3.</p>



	The relevant WJEC mark schemes will be used to assess attainment. Any adaptations to the WJEC past papers and mark schemes will be undertaken and quality assured in conjunction with the Assessment Creation Guide available on the WJEC secure website
When do you plan for learners to undertake these assessments?	The NEA (Unit 5) is to be submitted on Monday 19 th April Unit 3 Section B will be completed on Wednesday 28 th April Unit 3 Section A will be completed on Wednesday 5 th May Unit 4 Question 1 (Section A) will be completed on Wednesday 19 th May Unit 4 Question 4 (Section B) will be completed on Monday 24 th May
How will you ensure that these assessments are delivered consistently by each teacher in the subject?	A department meeting will take place on 25 March 2021 where every member of the department will take part in a training to explain the control conditions for each assessment. Assessment procedures for Unit 3. 4 and 5 will be in line with WJEC control measures. 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. Pupils will not be permitted to resit assessments.
How will you ensure consistency in the marking of the assessments?	The Unit 3 Bassaleg School adapted paper using questions from the WJEC adapted XXXX and XXXX exam paper with a clear approved markschemes. All staff will mark in accordance with the markscheme. This matches the AOs within the subject specification. The Unit 4 questions Bassaleg School adapted paper uses questions from the WJEC adapted XXXX exam paper with a clear approved markscheme. All staff will mark in accordance with the markscheme. This matches the AOs within the subject specification.



	<p>Unit 5, the NEA will be marked, as in previous year, following the WJEC guidance for awarding marks. This matches the AOs within the subject specification.</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. If necessary, this meeting will take place virtually and be recorded, so that if 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>
Confirm that you have spoken independently with each subject teacher in the	<p>I confirm that this has happened on 23.3.21</p>



department to ensure a shared awareness of pupils in all classes who have access arrangements	
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?	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. Marks will also be input in the school SIMS system and stored electronically.
How can the assessments be fairly amended in case of any school closures or changes to delivery?	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. Further lockdown or isolation periods: learners will have the opportunity to complete appropriate assessment tasks remotely under specified controls: such as work will be completed within a specified time limit. Pupils will sign declarations.