



APPENDIX C: Subject Approach to Assessment Delivery

Subject:	MFL AS level
Director Of Standards:	C Singh
Plan Created By:	C Singh
Plan Quality Assured By:	L Ciccione

Please outline what the conditions will be for each of your assessments outlined in the Assessment Plan:	<p>The Unit 1 Speaking will be carried out individually with the classroom teacher in a designated classroom. Learners will be asked to arrive at specific times. Teachers will record the conversations and upload to the Google Drive.</p> <p>Learners will then complete the Unit 2 assessments in lessons. These papers will not have been shown to learners prior to this and they will be broken down into the four AO areas of Reading, Listening, Translation and Writing. In the first part of the lesson before learners begin these assessments they will complete revision with their teacher on key skills needed. Assessment conditions will be carried out in the classroom environment, and all teachers will display an 'exam conditions' slide on the screen as pupils carry out these assessments. Therefore, learners will not engage in discussion with each other or their teacher about questions when the assessment commences and will complete the paper in silence with no notes, no use of mobile phone and no use of dictionaries.</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>



	Unit 2 is a WJEC paper which takes place over up to 11 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. Pupils who require a small room will be supervised as will pupils who require short rest breaks.
Please outline how you will ensure the authenticity of each learner's work:	As assessments take place over more than one session papers will be kept securely between lessons. 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. 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. Pupils will be required to sign a declaration ensuring that the work is the pupils' own work.
How will you make this assurance if the work is completed remotely, i.e. will you use other evidence to authenticate?	<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 • 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 markschemes will be altered and quality assured to ensure they are still appropriate</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?	There are no conflicts of interest.
Will you commit as a department to engage in relevant WJEC training events?	Yes