



APPENDIX A: Bassaleg School Subject Assessment Plan

Subject:	Geography AS Level
Director Of Standards:	Lucy Kirkham
Plan Created By:	Lucy Kirkham
Plan Quality Assured By:	Duncan Aggleton

Link to Qualifications Assessment Framework:	https://www.wjec.co.uk/umbraco/surface/blobstorage/download?nodeId=33858
Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:	<p>1. The curriculum area will use the Unit 1 adapted past paper from XXXX provided by WJEC as a key determinant of the final grade. This assessment 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 AO1, AO2 and AO3 in the context of Changing Landscapes.</p> <p>2. The curriculum area will use the Unit 2 adapted past paper from XXXX provided by WJEC with question 3 removed (worth 14 marks out of a total of 64). This assessment 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 AO1, AO2 and AO3 in the context of Changing Places.</p> <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</p>



<p>When do you plan for learners to undertake these assessments?</p>	<p>Unit 1 Section A will be completed on Friday 23rd April Unit 2 Section B will be completed on Tuesday 11th May Unit 1 Section B will be completed on Tuesday 18th May Unit 2 Section A will be completed on Tuesday 25th May</p>
<p>How will you ensure that these assessments are delivered consistently by each teacher in the subject?</p>	<p>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.</p>
<p>How will you ensure consistency in the marking of the assessments?</p>	<p>All assessments are WJEC adapted exam papers with a clear approved markscheme. All staff will mark in accordance with the markscheme 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 department to ensure a shared awareness of pupils in all classes who have access arrangements	I confirm that this has happened on 23.3.21
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?	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.
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