



APPENDIX C: Subject Approach to Assessment Delivery

Subject:	GCSE English Literature
Director Of Standards:	K Elkins
Plan Created By:	E Richards
Plan Quality Assured By:	K Elkins, A Takhar

Please outline what the conditions will be for each of your assessments outlined in the Assessment Plan:	<p>Candidates are not permitted to take notes or drafts into the assessment sessions.</p> <p><u>Clean copies of papers/resource materials only.</u> No collaboration is permitted while students are completing the assessment. Assessments must be completed under formal supervision, where no teacher feedback or assistance is allowed. Students are allowed up to a total of 2 hours to complete the Unit 1 paper. <u>This time allowance is to be split up into shorter units to complete each task.</u> Pupils will be given 20 minutes to complete the extract, 40 minutes to complete the essay and 1 hour to complete the poetry task. The NEA task takes 2 hours to complete and the timings will be decided by the classroom teacher. For instance, this could be split as 3 x 40 minute sessions or 4 x 30 minute sessions. This is dependent on the classroom teacher's knowledge of the class. Extra time will also be a factor considered (outlined where applicable)</p> <p>Once the work is submitted for assessment, it may not be revised. All candidates' work must be collected and kept securely within the centre.</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.</p> <p>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. Assessment sessions will be in normal lessons. Pupils who require</p>



	<p>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, during this process they will take the role of a prompt for pupils who have this access arrangement, teachers have received information regarding the duties of this role. Papers will be produced to suitable sizes and in suitable colours to meet the needs of specific learners. Teachers will use the established school on-call system to meet the needs of pupils with arranged supervised rest breaks.</p> <p>Reader - this role will be facilitated by the classroom teacher due to the NEA style approach to each assessment where reading will be completed in class prior to assessment.</p>
<p>Please outline how you will ensure the authenticity of each learner's work:</p>	<p>In the classroom, each learner will complete assessments under highly controlled conditions. This work will be supervised by the classroom teacher. Any behaviour that invalidates the assessment will be noted. Work will be collected at the end of each assessment session and kept securely by the classroom teacher. Work will be completed on A4 lined paper and therefore will not be handed back to pupils once each assessment session has been completed.</p> <p>Where an assessment takes place over more than one session papers will be kept securely between lessons.</p> <p>Teachers will carefully monitor assessment situations to ensure that appropriate conditions are adhered to.</p> <p>At the start of each session teachers will remind students of exam procedures for authenticating own work regarding mobile devices, storage devices and communication.</p> <p>Any material pertaining to preparation or revision for the assessment on a screen or whiteboard will be removed.</p>



	Pupils will be required to sign a declaration ensuring that the work is the pupil's 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 mark schemes 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.