



## APPENDIX C: Subject Approach to Assessment Delivery

<b>Subject:</b>	GCE Language and Literature (AS Level)
<b>Director Of Standards:</b>	Kate Elkins
<b>Plan Created By:</b>	Kate Elkins
<b>Plan Quality Assured By:</b>	Amrit Takhar/Liz Richards

<b>Please outline what the conditions will be for each of your assessments outlined in the Assessment Plan:</b>	<p>Both the Unit 1 and Unit 2 papers will take place over a series of lessons. The formal assessment process will begin on the week beginning Monday 19th April and end by Friday 28th May. .</p> <p>Both of these assessments will be completed under formal supervision and controlled conditions. Candidates are not permitted to take notes or drafts into the assessment sessions. Clean copies of papers/resource materials only. 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 each paper. This time allowance will be split up into shorter units to suit pupils' needs. Once work is submitted for assessment, it may not be revised. All candidates' work will be collected and kept securely within the centre.</p>
<b>Please outline how you will implement access arrangements if they are required. Please maintain confidentiality here:</b>	<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 should there be any queries regarding access arrangements.</p> <p>Pupils who require <b>additional time</b> 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 <b>prompt</b> for pupils who have this access arrangement, teachers have received information regarding the duties of this</p>



	role. Papers will be produced to <b>suitable sizes and in suitable colours</b> to meet the needs of specific learners. Teachers will use the established school on-call system to meet the needs of pupils with arranged <b>supervised rest breaks</b> .
<b>Please outline how you will ensure the authenticity of each learner's work:</b>	Where an assessment takes place over more than one session, papers will be stored 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 their 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.
<b>How will you make this assurance if the work is completed remotely, i.e. will you use other evidence to authenticate?</b>	In circumstances where an assessment is forced to happen remotely: <ul style="list-style-type: none"> <li>• Staff will prioritise assessments which are easier to supervise remotely, such as ones which can be transferred easily to Google Forms</li> <li>• 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</li> <li>• Historic attainment data will be used to help establish the validity of work done under such circumstances</li> <li>• If necessary a plagiarism check will be undertaken</li> </ul>
<b>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</b>	There are no conflicts of interest.



any potential conflicts of interest? How will you resolve them?	
Will you commit as a department to engage in relevant WJEC training events?	Yes