



## APPENDIX A: Bassaleg School Subject Assessment Plan

<b>Subject:</b>	GCSE Media
<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>Link to Qualifications Assessment Framework:</b>	<a href="https://www.wjecservices.co.uk/sectionlist-2021-home.asp?type=10">https://www.wjecservices.co.uk/sectionlist-2021-home.asp?type=10</a> Please review the framework pertinent to your subject
<b>Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:</b>	<p>The curriculum area will use the adapted past papers provided by WJEC, specifically the Unit 1 paper from XXXX and the Unit 2 SAMs paper as a key determinant of the final grade. 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 and AO2.</p> <p>Non Examination Assessment (NEA): The department will continue to support pupils in completing the Unit 3 NEA. This will allow pupils to demonstrate AO2 and AO3.</p>
<b>When do you plan for learners to undertake these assessments?</b>	<p>The Unit 1 paper will take place over several lessons. The formal assessment process will begin on the week beginning 19.4.2021.</p> <p>The Unit 2 paper will take place over several lessons. The formal assessment process will begin on the week beginning 10.5.2021</p> <p>The Unit 3 NEA will take place over a longer period of time (within and outside of lessons) over the course of the academic year and the final deadline for submission of work will be Friday 28th May.</p>



<p><b>How will you ensure that these assessments are delivered consistently by each teacher in the subject?</b></p>	<p>A department meeting will take place on Wednesday 17<sup>th</sup> March 2021 where every member of the department will take part in training focused on the controlled conditions that must be in place for each assessment.</p> <p>Assessment procedures for Unit 1, Unit 2 and Unit 3 will be in line with WJEC control measures. <b>'Assessment Front Cover 2021'</b> 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><b>How will you ensure consistency in the marking of the assessments?</b></p>	<p>Unit 1 and Unit 2 will be WJEC adapted exam papers with a clear approved mark scheme. All staff will mark in accordance with the mark scheme.</p> <p>Prior to marking any assessment all staff involved in marking and moderation of this course attended a standardisation meeting and took part in training aimed to standardise their understanding of the mark scheme and range of answers for each assessment.</p> <p>Attendance to standardisation meetings and the outcomes of the standardised script will be signed off on the <b>Department Summer 2021 Assessment Sign Off</b> sheet which will be securely stored with a master copy of the assessment. Feedback will not be given to learners on the outcomes of assessments which contribute to the centre assessed grades</p>
<p><b>Explain how you will ensure appropriate access arrangements are met:</b></p>	<p>The school will follow its Access Arrangements Procedure, which is written in accordance with the JCQ Access Arrangements guide. All pupils requiring access arrangements are marked clearly on the school SIMS system. Prior to any assessment the Director of Standards will liaise with all teachers and discuss the access arrangements required for pupils in each class. Access arrangements will also be recorded on a departmental Google Form.</p> <p>Staff and pupils will sign a declaration on the <b>Assessment Front Cover 2021</b> to indicate that access arrangements have been met.</p> <p>The ALNCO and Second in ALN will offer necessary support in implementing access arrangements</p>



<b>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</b>	I confirm that this has happened.
<b>How will the assessments be stored when completed?</b>	When completed the assessments will be stored in a secure cupboard. They will be stored with the master copy of the assessment paper and the signed off <b>Department Summer 2021 Assessment Sign Off</b> cover sheet.
<b>How will the marks be stored when completed?</b>	The marks will be on each paper and duplicated on the <b>Assessment Front Cover 2021</b> . A clerical check will take place to ensure that these match. Marks will also be input in the school SIMS system and stored electronically.
<b>How can the assessments be fairly amended in case of any school closures or changes to delivery?</b>	<p>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.</p> <p>Further lockdown or isolation periods: learners will have the opportunity to complete the assessment tasks remotely under specified controls - staff will work with the learners via live Meet sessions and work will be completed within a specified time limit, using the 'Quiz' facility within the 'Forms' application. Pupils will sign declarations.</p>