



APPENDIX A: Bassaleg School Subject Assessment Plan

Subject:	GCSE English Language
Director Of Standards:	Kate Elkins
Plan Created By:	Kate Elkins
Plan Quality Assured By:	Liz Richards/Amrit Takhar

Link to Qualifications Assessment Framework:	https://www.wjecservices.co.uk/sectionlist-2021-home.asp?stype=10 Please review the framework pertinent to your subject
Please outline the assessments you plan to use and what aspects of learning they evidence, please refer to subject specification:	<p>1. WJEC-adapted past-paper questions: The curriculum area will use the adapted past papers provided by WJEC, specifically the Unit 2 paper from November XXXX (theme: baking) and the Unit 3 paper from November XXXX (theme: beaches) 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: AO2 (Reading) and AO3 (Writing).</p> <p>2. Non Examination Assessment (NEA): The department completed the NEA (Unit 1 Oracy – Individual Researched Presentation) in the Autumn term. This will allow pupils to demonstrate AO1 (Oracy).</p>
When do you plan for learners to undertake these assessments?	<p>The Unit 2 paper will take place over 4 weeks. The formal assessment process will begin on the week beginning 22.3.2021.</p> <p>The Unit 3 paper will take place over 4 weeks. The formal assessment process will begin on the week beginning 3.5.2021.</p>



	<p>The Unit 1 Individual Researched Presentation assessment took place throughout the Autumn term 2020. Pupils were given a specific slot in advance in which they completed the assessment.</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 Wednesday 17th 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.</p> <p>‘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.</p> <p>Pupils will not be permitted to resit assessments.</p>
<p>How will you ensure consistency in the marking of the assessments?</p>	<p>Unit 1 (Individual Researched Presentation) has a clear approved mark scheme which all staff used to mark pupils’ Oracy skills.</p> <p>Unit 2 (Nov XXXX) and Unit 3 (Nov XXXX) are 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 will attend a standardisation meeting and will take part in training aimed to standardise their understanding of the mark scheme and range of answers for each assessment. This meeting will take place virtually and be recorded, so that in the rare circumstance that 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 liaise with all teachers and discuss the access arrangements required for pupils in each class. Records of this will be stored securely on a Google Form.</p> <p>Staff and pupils will sign a declaration on the Assessment Front Cover 2021 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>
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	<p>I confirm that this has happened.</p>
How will the assessments be stored when completed?	<p>When completed, the assessments will be stored in secure storage. They will be stored with the master copy of the assessment paper and the signed off Department Summer 2021 Assessment Sign Off cover sheet</p>
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. 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?	<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 controlled 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: such as 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>
---	---