

# **Policy for Teacher Assessed Grades 2020/21**

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This document can also be produced in alternative formats upon request.

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## 1. Purpose

The purpose of this policy is to ensure that:

- the effective operation of the Teacher Assessed Grades (TAG) process produces fair, objective, consistent and timely outcomes within and across departments;
- all staff involved in producing TAG know, understand and can complete their roles in the process as published by awarding organisations (AOs);
- TAG are produced in line with the process as published by AOs, using evidence from lecturers, with internal moderation/verification, ensuring quality and accuracy of the grades submitted to AOs;
- potential conflicts of interest are managed and mitigated in line with AO guidance; and
- the College meets its obligations in relation to relevant legislation.

## 2. Scope

This policy applies to all staff involved (Curriculum, MIS, Exams, Quality and Administration) in the TAG process 2020/21. The policy applies to all AOs with whom the College works with in the award of qualifications. College Standard Operating Procedures (SoPS) are reviewed to align to AO guidance.

## 3. Definitions

*“Teacher Assessed Grade” ‘Ofqual have advised Awarding Organisations that a grade issued based on the judgement of teachers, based on various sources of evidence, should be referred to as a ‘Teacher Assessed Grade’ (TAG), for both General and Vocational Qualifications. Senior leadership within a school or college will need to review these judgements to ensure they consistently reflect the available alternative evidence.’*

Based on the Ofqual guidance above and as the College works with in excess of 40 Awarding Organisations (AO) and for the purpose of clarity, will use the term ‘Teacher Assessed Grades’ for management of all outcomes. This includes all variances to this term such as Centre Assessed Grades, Centre Determined Grades etc. This list is not exhaustive.

**Teacher Assessed Grades (TAG):** Teacher Assessed Grades is the College term for

all grades determined through the [Vocational Qualifications Regulatory Framework](#) for 2020/21.

**Awarding Organisations (AO):** the College term for all organisations the College works with in the delivery of qualifications.

#### 4. Responsibilities

**Principal/CEO/Head of Centre:** Overall responsibility for governance of all outcomes.

**Vice Principal for Teaching & Learning:** Responsibility for providing the Head of Centre with the assurance that all required quality processes and procedures have been followed across the Curriculum directorate in the production of student outcomes. .

**Head of Department (HoD):** Responsibility for ensuring all curriculum areas within their department follow agreed processes as produced by the T&F group, including meeting agreed AO and internally set deadlines and reporting on their department's progress to the T&F group and VP T&L.

**Curriculum Area Manager (CAM):** Responsibility for the proper management of all quality assurance activities within their curriculum area. This includes but is not limited to the appropriate planning and scheduling of internal QA activities, managing and overseeing the production of all evidence in accordance with AO requirements and providing assurance to the HoD that all required QA and outcome reporting activity has taken place.

**Head of Quality and quality team:** Responsible for oversight of quality assurance process, including process for managing and mitigating potential conflicts of interest, providing appropriate QA support and guidance to curriculum teams and alignment with AO requirements.

**TAG Task and Finish Group:** Overall responsibility for development of the governance processes, required procedures and guidance, setting of internal deadlines to ensure adherence to AO timeframes at all stages, training for staff and quality sample scheduling. .

**Head of Exams and exams department:** Responsible for ensuring outcomes are submitted to AO by agreed deadlines, verifying results when received into the College and releasing to students as per advertised dates.

Specific procedures will detail the responsibilities for staff involved.

## **5. Confidentiality**

College staff will handle personal data, whether electronically or manually, to ensure that all College operations are conducted in a manner which comply with General Data Protection Regulations and the Data Protection Act 2018.

As per JCQ and Ofqual requirements, no member of staff will disclose TAG outcomes in advance of the official issue of results.

## **6. Requirement as a JCQ Registered Centre**

As a JCQ registered centre, the College will adapt policies and processes to meet the requirements of the assessment process for 2020/21.

## **7. Procedure**

[Teacher Assessed Grades Procedure](#)