

Teacher Assessed Grades and Outcomes
2020/21
V1.0

Procedure Approval and Version History

Version Number	Approved by	Change	Date
1.0	TAG T & F	Creation of new procedure	19.4.21
2.0	TAG T & F	Training	21.4.21

Note:

This procedure is a live document for the management of Teacher Assessed Grades 2020-21. It will be updated in line with awarding organisation requirements.

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Teacher Assessed Grades and Outcomes 2020/21

1. Definitions

Teacher Assessed Grades:

The overarching term to cover 'Centre Determined Grades' (CDGs), Teacher Assessed Grades (TAGs)

Residuals:

These are students who are to return to complete outstanding assessments that cannot be adapted or allocated TAGs.

2. Introduction

In January 2021, the ongoing impact of the coronavirus (COVID-19) pandemic led the government Ministers to reach the policy view that it was not viable for external exams to go ahead for some Vocational and Technical Qualifications (VTQs) and other general qualifications. Results for these qualifications should instead be based on teacher judgement.

To comply with this decision the College's revised process in 2021 will require curriculum staff to:

- collate grades from formally assessed units/modules where available;
- refer to awarding organisation (AO) guidance and collate evidence from the subject content taught for unit/modules that were not formally assessed to determine a 'Teacher Assessed Grade' (TAG);
- internally quality assure the grades awarded;
- confirm an overall qualification grade;
- use awarding organisation templates to record unit/module grades (where requested) and overall qualification grades;
- save evidence as designated by the awarding organisation to support how TAGs have been arrived at;
- consider unit/module grades and overall qualification grade for each student at an Exam Board;
- at an Exam Board, refer to the grade profile (*outcomes not registrations*) from 2016/17, 2017/18 and 2018/19 (i.e. the last time normal assessment took place) and compare the grade profile for 2020/21 to these;
- input grades for 2020/21 into the awarding organisation's template and forward the template to Exams, rather than directly inputting to the awarding organisation's portal;
- input grades for 2020/21 into the College's Calculated Grades App;
- securely hold evidence for the time period required by the awarding organisation.

The revised process, as reflected in the roles and responsibilities below, and is also reflected in the College's Centre Policy for TAG.

Please note, at time of writing, Higher Education qualifications continue to be taught and assessed. Staff should refer directly to the guidance from their awarding organisation regarding HE.

In addition, some awarding body outcomes are not processed by Exams. However, the new process will collate these grades via the College's Teacher Assessed Grades App.

3. Evidence and Teacher Assessed Grades (TAG)

Teacher Assessed Grades (TAG)

A TAG is your professional judgement based on what students have been taught. TAGs should be based on your assessment of the standard at which a student is performing based on the student's demonstrated knowledge and skills. Decisions about potential must not be factor in the student's grades.

Please ensure you check awarding organisation guidance regarding which students are eligible for a TAG.

A range of evidence from across the course of study must be used to make your decision. **You should not provide a grade where there is no evidence upon which to base one.**

Please ensure you have read the Guidance issued by your awarding organisation and the College's Centre Policy for TAGs

There are 2 types of evidence:

1. Basket of evidence - This term is used to identify the range of suitable evidence upon which your decisions are based. Consider:
 - a. the **quality** of the evidence (guidance [here](#));
 - b. the **authenticity** of evidence, if work has been completed remotely and is used as evidence then you should consider the authenticity of the work submitted and the student's access to resources;
 - c. ensure you have **sufficient** evidence (refer to awarding organisation guidance);
 - d. consider forms of **alternative evidence** (refer to awarding organisation guidance);
 - e. any **attendance** evidence if an AO requirement.
2. Records – The records used for tracking student outcomes, internal verification, Exam Boards and completed AO forms.

Evidence will be vital should a student appeal a grade – it is crucial that evidence (the basket of student evidence and associated records) is kept for a **minimum of 6 months**. This timescale must be extended if an appeal goes beyond the 6-month period.

Possible evidence to help determine a TAG:

- Records of each student's performance throughout their study e.g. progress review data, classwork, bookwork and/or participation in performances in subjects where this is assessed.

- Performance in any assessments required for the qualification, even if this has not been fully completed. You should not ask students to complete any further assessment for achievement in Summer 2021. In case students decide that they want to enter in a subsequent assessment series, you should retain assessment completed to date.
- Prior attainment in units already completed and in which awarding organisation outcomes have been awarded.
- Performance on any class or homework assessments taken throughout their study.
- Previous pass rates for your centre in this subject – these may vary according to several factors, including past performance of the students (over the last two years, where possible), but data shows that for most centres any year on year variation in results for a given subject is normally quite small.
- The performance of this year's students compared to those in the previous years where normal assessment took place (2017, 2018 and 2019).
- Any other relevant information that provides objective evidence of educational attainment within the subject.

Where there is limited or no evidence for a student, please refer to the awarding organisation's guidance regarding:

- use of alternative evidence;
- use of mitigating/special circumstances.

Determining a TAG

In forming your decision, consider:

Step 1: Consider what has been taught.

Look at the specification that has been taught to consider:

- what content has been taught?
- what content has not been taught to this cohort because of the impact of the pandemic?
- has the content that has been taught been covered deeply or superficially?

The evidence used to make judgements must only include the appropriate assessment of content that has been taught.

Step 2: Collect the evidence

Consider what evidence there is of each student's performance, collected over the course of study, to make a holistic judgement of each student's grade for each unit/module. Evidence to support grades must be held for 6 months.

Please remember that the following policies and processes will apply to TAGs:

- [Data Protection Policy](#)
- [Malpractice](#)
- [Conflict of Interest](#)
- [Special Consideration and Reasonable Adjustment](#)

- [Appeals](#) *

Information and links to the College documents regarding these topics can be found in the College's Centre Policy for TAGs – **please ensure you have read this.**

*Appeals process for Summer 2021 to be confirmed.

TAG must not be shared with students, parents etc. However, for Occupational Studies, TAG may be shared with the Administration Centre via a shared portal (i.e. not e-mailed) for the purposes of processing.

4. Training

Guidance regarding the process will be provided and made accessible to all staff regarding the TAG process via [Canvas](#).

Training will be provided to:

- CAM workshop 23 April on process, app, evidence upload and QA; and
- Wider curriculum staff using recorded session available on Canvas.

The contents of the training will be:

- Initial Steps
- General Conditions for TAG
- Basket of Evidence
- How to Determine a TAG
- Exam Boards
- Recording TAG
- Communications
- Key College Policies
- AO Deadlines – Internal Deadlines

Normal internal assurance processes will continue to apply.

5. Quality Assurance Process for Teacher Assessed Grades and Outcomes 2020/21

Roles and Responsibilities

Lecturer must:

- confirm that they have read awarding organisation guidance; and that supplied by the College in the document [link] - to College guidance;
- use their Assessment Plan to identify units/modules where
 - o normal assessment has taken place i.e. actual grade has been determined;
 - o a TAG has been used;
 - o reduced assessment has been used;
- for TAGs, use the basket of evidence as directed by the awarding organisation, to make a decision on the student's grade for each unit/module [link - basket of evidence]
- using the AO template, or College template if AO template not provided, record the outcomes for each unit/module;
- where the reduced assessment option has been used, for each student, confirm that all unit/module content has been taught and that evidence is available to support the grade awarded;
- explain to students, the evidence that will be used to determine TAGs - lecturers **must not** share grades submitted to awarding organisation before results are released;
- contact the Internal Verifier when unit/module grades have been completed to facilitate internal quality assurance/sampling;
- send the above documentation to the Internal Verifier to allow normal internal quality assurance to take place;
- after internal quality assurance has been completed, send all documentation and evidence to the Course Coordinator.

Internal Verifier / Internal Quality Assurer must:

NB internal quality assurance activity **must** continue as normal - evidence of this activity will be required by awarding organisations.

- o use the assessment plan and internal verification plan to conduct internal quality assurance/sample;
- o record internal quality assurance on usual templates unless otherwise stated by the AO;
- o return outcomes of internal quality assurance to the lecturer with appropriate feedback.

Course Coordinator must:

**points below may not follow the order presented*

- o obtain the grade profile of students for 2017/18, 2018/19 and 2019/20 and record on the College's Grade Profile Template;

- organise an Exam Board and ensure staff have the necessary evidence prior to the Board commencing;
- with the course team determine and ratify the overall qualification grade for each student;
- record the minutes of the Board using the College's Exam Board Minutes template;
- at an Exam Board, refer to the grade profile from 2016/17 and 2017/18 and 2018/19 (i.e. the last time there was 'normal' assessment') and consider how the 2020/21 grade profile compares to this;
- input overall qualification grades for 2020/21 into the awarding organisation template, whilst another member of staff cross-checks the data being entered;
- using the College's [Teacher Assessed Grades app](#):
 - input the outcome for each student (1= full achievement, 2= partial achievement, 3 = no achievement and S= no outcome at this time because of COVID) for 2020/21 whilst another member of staff cross-checks the data being entered;
 - if the outcome is affected by COVID select the reason (placement, assessment or student);
 - input for each student their destination;
 - confirm the date of the Exam Board, enter the initials of the staff involved;
 - confirm that the following has been completed – internal QA, CAM sign off and HOD sign off;
- using the College's [Teacher Assessed Grades - evidence upload form](#) for the qualification and complete the relevant details:
 - confirm that there is evidence to support TAGs;
 - submit the basket of evidence to support the qualification outcomes;
 - confirm that where the reduced assessment option has been used, that content has been taught and that associated evidence is available;
 - confirm the name of the staff member who uploaded data to the awarding organisation template and College App, the witness who supported this activity
- securely store the records and evidence for 6 months;
- send the College's Exams Office all outcomes using AO templates.

Lead Internal Verifier must:

- Review and countersign IV Plans and ensure that awarding organisation internal quality assurance processes have been followed.

Curriculum Area Manager must:

- monitor overall process to ensure documents are completed to meet awarding organisation requirements, are signed, and that evidence has been submitted;
- attend a selection of Exam Boards;
- review and countersign Exam Board minutes.

Head of Department must:

- monitor overall process to ensure deadlines are met;
- for each qualification across all campuses, sign [template] if they are content that awarding organisation processes, quality processes and evidence is available.

VP Teaching and Learning must:

- seek assurance from the HoDs that processes are being followed;
- provide assurance to the Head of Centre that processes have been followed and that the evidence is available for scrutiny.

Head of Centre

- ensure the policy for TAGs is supplied to awarding organisations;
- sign awarding organisation declarations and assurances.

Exams:

- process completed awarding organisation templates supplied by curriculum staff (e.g. Pearson 'Bulk Upload forms', OCN NI 'RAC forms', C&G 'S Forms');
- using the output from the College App, ensure student outcomes are uploaded to EBS.

Quality

- support the overall process.

Performance, Planning and MIS

- provide Calculated Grades App and mechanisms for data collection.

Task and Finish Group

- sampling of evidence documents
- training and communication of process
- link with AO for audit purposes

6. Process for Teacher Assessed Grades and Outcomes 2020/21

Process to be completed by relevant internal deadlines

Key Documents:

To be completed by

1. ⇒ Read awarding **organisation guidance** for TAGs and the **College's Centre Policy for TAGs**
Please ensure you check awarding organisation guidance regarding which students are eligible for a TAG. All staff
2. ⇒ Review **Assessment Plan/Grid** and identify units where normal assessment, reduced assessment and TAGs have been used Lecturer
3. ⇒ Complete **awarding organisation templates** to record grades and TAGs
(NB separate TAG template has been supplied by awarding organisations) Lecturer
4. ⇒ Review **IV Plan** and make the plan and associated documents available to internal quality assurer/verifier (IQAer/IVer). Also provide the Lead Internal Verifier (LIV) with IV Plan. Lecturer
5. ⇒ Conduct internal quality assurance as normal and complete **awarding organisation IV forms** IQAer/IVer
6. ⇒ Review and countersign **IV Plans**; ensure awarding organisation QA processes have been followed LIV
7. ⇒ Obtain and record on the **College's Grade profile template** grade profile for 2017/18, 2018/19 and 2019/20 Course Coordinator
8. ⇒ Set Exam Board date where the overall qualification grade for each student will be ratified Course Coordinator
9. ⇒ Record the Exam Board using the **College's Exam Board Minutes template** Course Coordinator
10. ⇒ Input overall qualification grade to the College's App.
Forward overall qualification grade outcomes to College Exams office.
NB Grades MUST NOT be entered onto the App by a member of staff on his/her own Course Coordinator
PLUS one other
11. ⇒ Review and countersign ALL **Exam Board Minutes** CAM
12. ⇒ Sign **College's HoD Declaration** to confirm awarding organisation processes, quality processes and evidence is available HoD