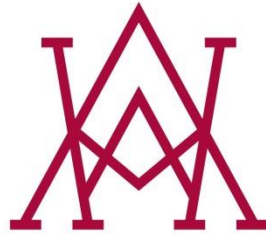


COGNITA



AKELEY WOOD
SCHOOL

Awarding Qualification-Level Teacher Assessed Grades (Q-TAGs) Policy & Procedure

Q-TAGs Policy & Procedure

This policy has been provided by Edexcel. The centre will confirm their adherence to this policy via the Q-TAG submission and Head of Centre Declaration.

During the QTAG process the centre will follow the Awarding Results 2021 guidance, the steps outlined below, and existing BTEC policies for Quality Assurance.

Aims of this Policy:

1. To ensure that the Q-TAGs determined for learners are sufficiently valid and reliable. Therefore, the centre will:
 - Review the specification grading information i.e. unit-level assessment criteria and grade descriptors with the subject teaching team
 - Consider what evidence is held from the content taught (internal assessments, homework, classwork, external examination grades)
 - Collect the evidence
 - Evaluate the quality of the evidence
 - Assign a Qualification-Level Teacher Assessed Grade (Q-TAG)
 - Reflect on the judgement before submission
2. To ensure that learners can feel confident in the process their centres have taken to determine their Q-TAG.
3. To summarise the existing BTEC policies and confirm that they now also apply in the context of Q-TAG judgements.
4. To reflect and incorporate Ofqual's Vocational Contingency Regulatory Framework (VCRF) and Guidance that any Q-TAG is based on appropriate sources of evidence and has gone through an internal quality assurance process (which includes final sense check of outcomes against historical centre outcomes).
5. To ensure that the methodology used to determine the Q-TAG is consistent across centres and sufficiently valid, reliable and does not advantage or disadvantage any group of, or individual, learners.

In order to do this the centre will, for each qualification and learner, submit a Q-TAG and Head of Centre Declaration confirming that they have:

1. Ensured that all relevant teaching staff (i.e. Assessors, Internal Verifiers, Heads of Department and Heads of Centre) will use the guidance provided by Pearson to confirm the Q-TAG, and refer to supplementary guidance from JCQ and Ofqual where required.
2. Ensured that the evidence that has been used for each Q-TAG judgement is sufficiently documented to ensure that it can be explained to the learner or Parent or Carer in the case of Appeals, and to Pearson. Centres must take into account previous years' results.
3. Ensured that all assessment evidence is retained in line with Ofqual's Vocational Contingency Regulatory Framework (QTAG evidence should be retained until 6 months after the date of the issue of the result, or the conclusion of any appeal in relation to that result, whichever is later). In some cases, evidence may no longer be available, in which case JCQ guidance on the retention of evidence should be referred to.
4. Evidence must be made available for the purposes of further external quality assurance or an Appeal. This will include documentation that demonstrates the above process for the Q-TAG judgement has been followed, i.e.:
 - Records of Standardisation of Assessors and Internal Verifiers and other relevant members of staff, in relation to the Q-TAG process and holistic judgements
 - Evidence sheets for learners
 - The alternative sources of evidence that have been considered
 - Any additional Assessment and Internal Verification materials
 - Any assessed learner work assessment records
 - Records of performance data used for sense check, with explanation for any deviation in the 2021 Q-TAG judgements (N/A as no previous cohorts)
5. Ensured they follow all other policies as set out in our Pearson Annual Centre Declaration signed in 2021, including Pearson Terms and Conditions.

Further detail in relation to the above steps must be referred to and is available in the guidance, [here](https://quals.pearson.com/BTEC2021assessment), with supporting information on the webpage: quals.pearson.com/BTEC2021assessment

Signed: _____ Print: _____ Dated: ____/____/____

Head of Centre