

LONDON BROOKES COLLEGE
CENTRE NUMBER 12232

CENTRE POLICY FOR STUDENT ASSESSMENT SUMMER 2021

The summer 2021 grading process has been divided into two categories:

1. Candidate **WITH** an Independent Experienced Tutor (with whom we have established a relationship) or studying with the Distance Learning Providers
2. Candidate with **NO Independent Experienced Tutor** or self-studying.

The process covers GCSE, IGCSE, O Levels and AS/A levels qualifications across AQA, OCR, Pearson, WJEC/Educas and CAIE exam boards.

CAIE board is not regulated by the OFQUAL and therefore, the CAIE qualifications are not eligible for the 'Private Candidate Support Grant'.

1. Candidate with an Independent Experienced Tutor (with whom we have established a relationship) or Distance Learning Providers

LBC appointed assessors and moderators will work to review and verify the evidence submitted in the candidate's portfolio. The evidence portfolio must be prepared by the individual subject teachers for each qualification and the Assessor Declaration form must be signed per subject.

Evidence Requirements

1. No more or fewer than **three pieces** of marked assessments and Mock exams (**Please note the time given to complete the mocks/assessments should be clearly stated and needs to be minimum 1 hour**).
2. Signed **Candidate and Assessor Declaration forms** (issued by LBC). One Assessor Declaration form must be filled per subject. If the student is entered for more than one subject, each subject must be declared individually by the assessor.
3. The mark schemes and the grade boundaries to be included where the past papers have been used.
4. Where the past papers have not used, a clear explanation of the marking criteria used, must be provided.
5. Subjects with the coursework components – the coursework must be submitted along with all the required coursework forms i.e. '**Candidate Record sheet**' & '**Coursework Authentication Sheet**' (which is available from the exam board website under subject page).
6. Subjects with the language exams – The speaking endorsements must be completed and the '**Audio recordings**' along with the '**Record Sheets**' (which is available from the exam board website under subject page) must be submitted. Although the spoken endorsements grade will not count towards the overall grade but these are still being recorded on the certificate. Failure to submit the speaking recording will result in student getting no endorsement on the certificate.
7. Private Teachers/Tutors must also submit their CV's, copies of qualifications, experience reference and any other relevant documents along with the above mentioned evidence.
8. Where a candidate is registered with a Distance Learning Provider, a cover letter on the headed paper with the list of assessments with grades, recommended overall grade must also be submitted along with the above mentioned evidence.

Our internal teachers will go through the evidence submitted and they will verify the information. Acceptance of evidence DOES NOT guarantee that the tutor recommended grade will be the final grade due to the internal moderation. The Independent Experienced Tutor should be available to discuss the mocks and the authentication form with our assessors, if required. In circumstances where our internal assessors/moderators are not satisfied with some or all of evidence provided, we will need to assess you to provide you with the teacher assessed grade. This might incur extra costs. If such a circumstance arises, we will inform you as soon as possible.

If our internal assessor/Teacher is satisfied with the evidence submitted and its authentication, we will submit your teacher assessed Grades to the Exam boards.

2. Candidate without an Independent Experienced Tutor or Self-Studying

The candidates will be required to sit 3 assessments/mock exams with LBC. This will require the support of LBC teachers, senior assessors and moderators throughout. LBC will cover the costs of this process through the DFE grants for private candidate assessments, where possible. CAIE exam board is not regulated by Ofqual and therefore the CAIE candidates are not eligible for these grants and will need to cover the costs for the assessments.

Assessments Procedure

1. All the candidates are required to come to the college to sit the assessments. If, for any reason, the candidate cannot come to the college to sit the assessment, an opportunity will be provided for the candidate to sit the assessment online, under exam conditions.
2. Candidate Declaration form (issued by LBC).
3. The assessments will start from the week starting from the 19th April 2021.
4. All the candidates will be contacted individually with their dates and times.
5. The cost of assessments for CAIE candidates is £200 per subject. This will cover the costs of sitting all 3 assessments/mocks, marking of the work, moderation by the senior staff and submission of the grades.

Head of Centre

Mr Ishtiaq Ahmed – The role of the head of the Centre is to oversee all policies and procedures are followed as per regulations.

Assessments;**In Person Assessments**

In-Person Assessments will be conducted in line with all compulsory JCQ exam regulations.

Online Assessments

The online assessments will be conducted through Microsoft Teams. This will enable our exam office staff to invigilate all candidates remotely through the camera function on the software. Both the student's camera and microphone **MUST** be turned on throughout the entire duration of the assessment. Following the completion of the assessment the candidate will **IMMEDIATELY** return their answers to the LBC exam office by taking pictures of their answers and sending these via email. No candidate will be permitted to move from their desk until we have receipt of all answers.

Assessment Attendance

All candidates will be given reasonable notice prior to the assessment date. Attendance at both In-person and online assessments will be recorded. If a candidate fails to attend the allocated sessions the college will endeavor to reschedule the assessment, if possible. However, this rescheduled assessment is entirely at the college's discretion and the candidate risks being recorded as 'Absent' if they fail to attend any of the sessions.

Training Support and Guidance for Tutors

Tutors working at London Brookes College, along with Independent External Tutors submitting assessments through this Centre have received documentation explaining the nature of the assessments required, along with the verification protocol for both tutors and candidates. In addition, links to JCQ documents and procedures in relation to the 2021 assessment arrangements have been provided. Examination board specific guidance materials have been distributed, particularly to tutors working within the college. Guidance is offered should points of clarification arise. The various declaration (and Rationale) documents have ensured that tutors are aware of the core requirements this summer.

Access to secure materials has been provided to subject tutors and continuous support was available to deal with specific queries if necessary.

Malpractice, Confidentiality and Conflict of Interest

The college has followed a rigorous set of procedures, fully complying with the guidelines issued by JCQ in order to avoid instances of malpractice to the best of our ability. Tutors have been instructed to ensure that student assessments are authentic and carried out in a controlled setting to ensure confidence that we have the candidates' own unaided work. Should a question arise as to the authenticity of any students' work or the validity of the assessment for any reason, we will investigate the matter and will not endorse the assessment grade until we are satisfied.

To avoid any conflict of interest, our policy and guidance to external tutors gives explicit instructions prohibiting any relation (family or friends) having any role in the assessment procedure. All tutors **MUST** provide a signed declaration confirming this. In regard to the assessment process, we have, to the best of our ability, sought to reproduce the equivalent standards that students would experience in a normal examination year.

Details of the assessment materials have not been disclosed to candidates prior to the assessments and the documents have been maintained in a secure environment throughout.

Special Consideration

If the Centre is made aware of any extenuating circumstances that a candidate is experiencing, we will consider the matter and inform the relevant examination awarding body as necessary.

Access Arrangements

Any candidate who applied for access arrangements with respect to the May/June 2021 series will be provided with the equivalent facilities and arrangements with regard to London Brookes College assessments. This is subject to Centre's approval and in accordance with our usual policy and procedures.

Moderation

Moderation will be carried out across all subjects and levels to ensure consistency of grade award within each qualification. We will ensure that grades for this year's cohort are comparable to those of recent years. In circumstances where the Assessor awarded grade differs from that of the moderator awarded grade, following a discussion between the assessor and moderator the moderator's decision will be final. For students who have been taught and are being assessed by LBC, we will recommend grades that are

consistent and in line with those gained by students of similar levels of ability in previous years at this college

Results

The results of the assessments will be uploaded onto the candidates' LBC profile on the day of the published results as per our standard procedures. On the day of the release of the results, staff will be available to support students with any issues concerning results, if required.

Appeals

If a candidate wishes to appeal the grade issued by the examination board the candidate will need to complete the subject grade appeal form. The appeal will be investigated, in the first instance, by our senior assessor and will then, if necessary, be referred to our oversight appeal committee. The findings will be reported to the relevant exam board and the final outcome will then be relayed to the candidate.

External Candidates



