

HCUC Teacher Assessed Grades Policy for Vocational & Technical Qualifications

1. INTENT

- 1.1 As part of Qualification Achievement claims in summer 2021, to 31st August, the College will operate fair and efficient procedures for dealing with Teacher Assessed Grades (TAGs), in line with JCQ and awarding body requirements for the 2021, VTQ Contingency Regulatory Framework (VCRF).

2. SCOPE

- 2.1 This Teacher Assessed Grades Policy applies to all vocational and technical qualifications that fall into Category B1 i.e. qualifications that are primarily taught alongside or instead of GCSEs, AS and A Levels – including vocational qualifications which are important for progression to further study or employment, and, in exceptional circumstances, to qualifications in Category B2, where assessments cannot take place.
- 2.2 This policy covers all relevant vocational college provision, including apprenticeships, full cost commercial and higher education courses, at HCUC (Harrow College & Uxbridge College), but excludes vocational qualifications that fall outside categories B1 and B2 for which students must demonstrate practical, vocational competence.

3. PERFORMANCE STANDARDS

- 3.1 HCUC will ensure that the TAG grade requirements, including supporting evidence, of individual awarding bodies are communicated to curriculum staff. Checks will be made by managers to ensure that these have been followed before TAGs are submitted
- 3.2 HCUC staff will ensure that grading decisions are accurate, based on documented evidence, and free from bias.
- 3.3 Curriculum Schools will ensure that students, parents and other stakeholders are made aware of how TAGs are being calculated and the evidence being used to produce TAGs.
- 3.4 Grades will be awarded impartially and fairly, based upon actual evidence
- 3.5 TAGs will remain confidential before results day. They will be stored securely and will not be shared externally with students, parents or members of the public, or internally with any staff not directly involved in the grading process.
- 3.6 Evidence for TAGs will be checked for plagiarism, authenticated and dated by the student and the assessor
- 3.7 The HCUC Conflict of Interest Policy will apply to assessment evidence provided to awarding bodies under the VTQ Contingency Regulatory Framework (VCRF)
- 3.8 The Curriculum Team will receive training on how to award TAGs, and sign to say that they have understood the process. Checks will be made to avoid maladministration
- 3.9 The results generated for each course will be compared to those of the preceding academic year (that had been checked against the 2018-19 results in summer 2020) to check that they are not unduly higher or lower, unless a rational justification, with supporting evidence, can be provided.
- 3.10 The Curriculum Team will jointly agree the TAGs submitted to awarding bodies for their students and sign to confirm this

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- 3.11 Before the Centre Declaration is signed by the Head of Centre, TAGs for each course will be internally verified, checked by the Course Team Leader, Section Manager and Head of School. Then, additional checks will be conducted at Director and Deputy Principal levels.
- 3.12 The MIS and Examinations Teams will check that there is no significant variation between the summer 2021 results and those of the preceding academic year (that had been checked against the 2018-19 results in summer 2020)
- 3.13 Before submission to the relevant awarding body, TAGs will be signed off for Uxbridge College by the Group Principal for HCUC, and for Harrow College by the Principal for Harrow College.
- 3.14 This declaration applies to all mark sheets and TAG forms for all qualifications submitted to awarding bodies before or by the latest **18th June 2021**.
- 3.15 Forms and supporting documentation used throughout the quality assurance process will be securely stored for a minimum of six months and made available to awarding bodies, as required.

Related policies:

Assessment Policy;
Internal Verification Policy;
Academic Conflict of Interest Policy;
Academic Malpractice & Maladministration Policy