



# St. Gregory's Catholic High School

## BTEC Policy for Q-TAGS Summer 2021

### **Monitoring**

The implementation of the policy will be monitored by the Deputy Headteacher (Curriculum, Teaching and Learning)

### **Evaluation**

The policy was reviewed by the Deputy Headteacher (Curriculum, Teaching and Learning) and Senior Leadership Team on 6<sup>th</sup> May 2021 prior to the submission of the policy to Governors' Standards Committee for scrutiny and recommendation to the Full Governing Board for approval.

### **Policy Review Dates:**

**Date last submitted to Governing Board: New**

**Date to be submitted to Governors' Standards Committee: 13<sup>th</sup> May 2021**

**Date to be submitted to Full Governing Body: 13<sup>th</sup> July 2021**

**Renewal frequency: one year only**

**Start date for policy review: n/a**

All centres will be required to confirm their adherence to this policy via the Q-TAG submission and Head of Centre Declaration process this year. It is essential you follow the guidance and steps outlined below, and existing BTEC policies for Quality Assurance.

### **Aims of this Policy**

St Gregory's Catholic High School is committed to ensuring that standards of assessment and delivery on BTEC course are consistent, transparent and in line with the requirements of our awarding bodies. The way pupils' work is assessed must meet the stated learning objectives of the programmes we offer and facilitate the achievement and wider development of our students.

St Gregory's Catholic High School will ensure that the Q-TAGs they determine for their learners are sufficiently valid by:

- Reviewing the specification grading information i.e. unit-level assessment criteria and grade descriptors with the subject teaching team
- Considering what evidence there is from the content taught
- Collecting the evidence
- Evaluating the quality of the evidence
- Assigning a Qualification-Level Teacher Assessed Grade (Q-TAG)
- Reflecting on judgement before submission
- Following any guidance supplied by the awarding bodies using supporting information on our webpage:

[quals.pearson.com/BTEC2021assessment](https://quals.pearson.com/BTEC2021assessment)

- Ensuring that learners feel confident in the process St Gregory's Catholic High School have taken to determine their Q-TAG.
- Referencing the existing BTEC policies, and confirm that they now also apply in the context of Q-TAG judgements.
- Reflecting and incorporating 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).
- Ensuring that the methodology used to determine the Q-TAG is consistent, sufficiently valid, reliable and does not advantage or disadvantage any group of, or individual, learners.

In order to do this school 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.

[BTEC qualifications Awarding Results in 2021 – Guidance for certificating and non-certificating learners](#)

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, **if there is a material difference in the results profile expected in 2021, a Centre must be able to explain why its results are significantly out of line with past performance** (be that higher or lower).

3. Ensured that all assessment evidence is retained with the Examinations Officer in line with Ofqual's Vocational Contingency Regulatory Framework (evidence which is used to support the Qualification-Level Teacher Assessed Grade 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, JCQ has released guidance on the retention of evidence in these circumstances. 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 (Existing BTEC templates for actual assessment and Pearson will provide a template for documenting alternative evidence)
- 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 (if there is a material difference in the profiles expected in 2021).

4. Ensured they follow all other policies (including Centre BTEC Policy) as set out in our Pearson Annual Centre Declaration signed in 2021, including Pearson Terms and Conditions. This includes:

- Equality and Diversity
- Safeguarding
- Health and Safety (including any arrangements for employer Involvement)

- Special Consideration and Reasonable Adjustment
- Recognition of Prior Learning
- Registration and Certification of Learners
- Assessment
- Internal verification
- Plagiarism and Assessment Malpractice
- Appeals & Complaints

## Qualification-level Teacher Assessed Grades

April	May	June	July	August
<p>Continued teaching, learning and internal assessment is encouraged to ensure learners can progress with confidence.</p> <p>Centres must review the <a href="#">Q-TAG guidance for BTEC</a> and ensure the Q-TAG centre policy is understood and adhered to</p> <p>Centres start to consider evidence to determine Q-TAGs for certifying learners.</p> <p>Centres ensure expected completion dates for certifying learners are accurate.</p> <p>Centres report any completed internal unit assessment using 'interim claim' function.</p>	<p>Pearson concludes repurposed <a href="#">Standards Verification</a> activity.</p> <p>This process should complete by 30 May 2021.</p> <p>Q-TAG submission opens 26 May 2021.</p> <p>Centres flag 'reduced assessment' for internal units in system using 'Z' flag (functionality available in April).</p>	<p>Q-TAG submission closes on 18 June 2021.</p> <p>Head of Centre Declaration made by 18 June 2021.</p> <p>Pearson commences post-Q-TAG-submission checks 18 June 2021.</p>	<p>Pearson concludes final checks of Q-TAG by 16 July 2021.</p>	<p>Qualification results issued to learners on the equivalent GQ dates:</p> <ul style="list-style-type: none"> <li>10 August - Level 3</li> <li>12 August - Level 2.</li> </ul>
<div style="background-color: #003366; color: white; padding: 10px; border-radius: 5px;"> <h3 style="margin: 0;">Useful links and support</h3> <ul style="list-style-type: none"> <li>▶ <a href="#">BTEC Teaching and Learning</a></li> <li>▶ <a href="#">BTEC Awarding Results in 2021</a></li> <li>▶ <a href="#">Q-Tag Guidance</a></li> <li>▶ <a href="#">Ofqual VCRF Documents</a></li> <li>▶ <a href="#">Ofqual guidance on Objective Judgements</a></li> <li>▶ <a href="#">JCQ Summer 2021</a></li> </ul> </div>				<p style="text-align: right; font-size: small;">Last updated 31 March 2021</p>