

# **Verulam School Policy for BTEC Q-Tags**

**April 2021**

# Verulam School Policy for BTEC Q-TAGs

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:

1. To make clear the steps Verulam School must take to ensure that the Q-TAGs they determine for their learners are sufficiently valid and reliable, the centre must:
  - Review the specification grading information i.e. unit-level assessment criteria and grade descriptors with the subject teaching team
  - Consider what evidence you will have from the content you have taught
  - Collect the evidence
  - Evaluate the quality of the evidence
  - Assign a Qualification-Level Teacher Assessed Grade (Q-TAG)
  - Reflect on your judgement before submission

**Further details in relation to the above steps must be referred to and is available in Pearson guidance, with supporting information on the following webpages:**

<https://qualifications.pearson.com/en/campaigns/vq-assessment-hub/assessment-and-grading-in-2021.html>  
<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Centre-Guide-to-Internal-Assessment.pdf>  
<https://qualifications.pearson.com/content/dam/pdf/teaching-and-learning-hub/Awarding-results-2021/BTEC-Administration-guidance-2021.pdf>

2. To ensure that learners can feel confident in the process Verulam School has taken to determine their Q-TAG.
3. To summarise the existing BTEC policies, and confirm that they now also apply to context for 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 the centre and is sufficiently valid, reliable and does not advantage or disadvantage any group of, or individual, learners.

In order to do this, Verulam 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.
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. Verulam School must take into account previous years' results, **if there is a material difference in the results profile expected in 2021, Verulam School 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 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 as set out in our Pearson Annual Centre Declaration signed in 2021, including Pearson Terms and Conditions. Information can be found on Pearson Quality Assurance webpages and 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

Signed: Print:

A handwritten signature in black ink, appearing to be 'AR' followed by a stylized flourish.

Dated: 7/5/21

**Head of Centre**