



Kemnal
Technology
College



ASSESSMENT RECORD (FOR GCSE) POLICY

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



ASSESSMENT RECORD FOR DETERMINING TEACHER ASSESSED GRADES

BACKGROUND

Every centre must produce an Assessment Record for each subject cohort, that includes the sources of the assessment evidence being used and the rationale for the choice of evidence, the level of control for assessments considered, and any other evidence that explains the determination of the final teacher assessed grades. Any necessary variations for individual students must also be recorded.

It is anticipated that you may choose to adopt this template in full. Or you may choose to make amendments – adding or deleting material – to reflect your own practices. In any case, this template is provided for information and does not constitute legal advice.

The template is written with a minimal amount of content in [brackets] that can be deleted, and material in CAPITAL LETTERS that should be added, if the content is retained.

Your Assessment Records must take account of the guidance provided in the document: [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021](#)



ASSESSMENT RECORD FOR DETERMINING TEACHER ASSESSED GRADES

Kemnal Technology College

[ADD DEPARTMENT NAME HERE]

[ADD SUBJECT TITLE & SUBJECT CODE HERE (e.g. GCSE Maths)]

ASSESSMENT EVIDENCE FORM

[To be completed by the Head of Department for each subject, for each level (e.g. GCSE Maths, AS Maths and A Level Maths would require separate grids)]

Please detail the assessments used for the subject cohort (i.e. assessment resource, mock examination, controlled assessment, homework etc.). The Assessment Evidence Form should include the sources of the assessment evidence being used and the rationale for the choice of evidence, the level of control under which assessments were completed (i.e. exam-type conditions would provide a high degree of control), and any other evidence that explains the determination of the final teacher assessed grades.

Note: Ideally, the evidence used will be consistent across the class or cohort but that may not always be the case if a student has missed some teaching, or one or more assessments, for valid reasons. Any necessary variations for individual students should be recorded using the additional form below.

Indicate which assessment objectives were covered in each piece of assessment evidence (Y/N), and whether the assessment was conducted with a High (H), Medium (M) or Limited (L) level of control.



	TYPE OF ASSESSMENT	UNIT __				UNIT __				UNIT __				LEVEL OF CONTROL H, M, L
		AO1	AO2	AO3	AO4	AO1	AO2	AO3	AO4	AO1	AO2	AO3	AO4	
ASSESSMENT 1: [E.G. MOCK EXAMINATION TAKEN ON 3 JANUARY 2020]	[E.G. EXAMINATION]	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	[E.G. H]
ASSESSMENT 2: [IDENTIFIER]														
ASSESSMENT 3: [IDENTIFIER]														
ASSESSMENT 4: [IDENTIFIER]														
[ADD/DELETE AS NECESSARY]														
IF AN ASSESSMENT OBJECTIVE HAS BEEN OMITTED AT SUBJECT COHORT LEVEL, PLEASE BRIEFLY OUTLINE THE REASONS WHY:														
OUTLINE THE RATIONALE FOR THE CHOICE OF ASSESSMENT EVIDENCE USED, I.E. WHY THE EVIDENCE ABOVE WAS USED AND HOW IT SUPPORTED THE GRADING DECISION:														

Subject Title: _____

Subject Code _____

Head of Department: _____ Signature: _____ Date: _____

Subject teacher: _____ Signature: _____ Date: _____



Variations for Individual Students

[To be completed by the Head of Department for each student where a variation from the Assessment Evidence Grid has been required, or where Access Arrangements or Special Consideration have been taken into account.]

Candidate name: _____ Candidate Number: _____

Centre name: _____ Centre Number: _____

Circle Level:

GCE A2	GCE AS	GCSE	ELQ	OS	OLA	Other
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Subject title: _____ Subject Code: _____

Section 1: COVID Related Disruption – Learner Context	Y/N/NA
Did the candidate face <u>additional</u> disruption to their teaching and learning as a result of COVID 19, <u>in comparison to</u> their class peers?	
Was there any other specific disadvantage considered for this candidate when compared with other candidates in the year group?	
<p>If 'yes' please provide details of how the disadvantage has been considered (including <i>the sources of the assessment evidence being used and the rationale for the choice of evidence, the level of control for assessments considered, and any other evidence that explains the determination of the final teacher assessed grades.</i>)</p>	



Section 2: Access Arrangements/Reasonable Adjustments	Y/N/NA
Is the candidate entitled to Access Arrangements/Reasonable Adjustments?	
Were the approved access arrangements/reasonable adjustments in place for assessments which were used to determine the candidate's grade?	
If 'no' please provide details of how the lack of access arrangements/reasonable adjustments have been taken into account when determining the grade:	

Section 3: Mitigating circumstances (Special Consideration)	Y/N/NA
Has the candidate made a request for mitigating circumstances to be considered, e.g. illness or other personal circumstances?	
Record any actions that have been taken as a result of this request, e.g. making an adjustment in determining the grade or using alternative evidence.	
Reason for mitigating circumstances:	

Policy reviewed and updated: November 2023

Policy to be reviewed: September 2024



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