

Head of Department checklist/declaration

FOR A LEVELS AND GCSES FOR SUMMER 2021

BOURNE ACADEMY

Head of Department checklist/declaration for teacher
assessed grades in Summer 2021

Background

A Head of Department checklist/declaration should be completed for each subject before submitting the grades for internal standardisation.

This checklist takes into account of the guidance provided in the document:

- *JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021*

Head of Department Checklist / Declaration

BOURNE ACADEMY

DEPARTMENT:

SUBJECT TITLE & SUBJECT CODE:

The Head of Department will complete the following checklist/declaration before submitting subject outcomes for internal standardisation.

Declaration	Y/N
1. Students' grades have been determined using only the evidence detailed in the subject's Assessment Record, including any variations for individual students.	
2. Where applicable, the students were given their approved access arrangements whilst producing the evidence contributing to the final grade and the access arrangements have been documented in the Assessment Record.	
3. Where applicable, mitigating circumstances (special consideration) that affected candidates in producing evidence that contributed to their grade was taken into account in determining candidates' grades according to the document <i>JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021</i> , and this has been documented in the Assessment Record.	
4. The evidence has been authenticated as the candidates' own work.	
5. Where applicable, evidence from other centres has been taken into account (e.g. when a student has moved schools or is dual registered).	
6. The grades for this year's cohort have been compared to cohorts from previous years when exams have taken place. Significant deviations are explained below.	
7. At departmental level, we have determined which evidence will be considered and the relative merits of each to be consistently applied across all candidate, where appropriate, by all teachers.	
8. At departmental level, the teaching team have considered the various sources of potential evidence against the criteria (including consistency of marking for historic assessments).	
9. A review has been completed in line with the school assessment and teacher assessed grades policies. Records have been retained detailing all staff involved in the process, work reviewed, judgements and any adjustments made at a Department level. These records are readily available.	
10. Consideration has been given to ensure decisions made are free from bias and aligned to appropriate equality and discrimination legislation.	
11. The teacher assessed grades for this subject have been signed off as being accurate by the Head of Department and one other teacher within the department. <i>[Note: An EDHT or HUB Lead will provide the second signature where there is a one teacher department]</i>	
Provide detail and justification where you have indicated N to any of the above:	

Head of Department Name:	Second Teacher Name:
Signature:	Signature:
Date:	Date: