



Thomas Telford UTC – 20931

Guidance on Determining Q-TAGs

FOR BTECS FOR SUMMER 2021



Centre Policy for determining Qualification-Level Teacher Assessed grades (QTAGs) Summer 2021: Thomas Telford UTC

In accordance with Pearson's "Guidance for Certificating and Non-Certificating Learners" and as per the contents of Appendix B of the same Thomas Telford UTC will be required to confirm their adherence to this policy via the Q-TAG submission and Head of Centre Declaration process this year.

Aims of this Policy:

1. In accordance with Pearson's "Awarding Results in 2021 – Guidance for Certificating and Non-Certificating Learners", to make it clear the steps Thomas Telford UTC must take to ensure that the Q-TAGs they determine for their learners are sufficiently valid and reliable we must:
 - Review the specification grading information, i.e. unit-level assessment criteria and grade descriptors with the subject teaching team.
 - Consider what evidence we will have from the content that has been taught.
 - Collect the evidence.
 - Evaluate the quality of the evidence.
 - Assign a Qualification-Level Teacher Assessed Grade (Q-TAG)
 - Reflect on our judgement before submission.
 - Ensure that learners can feel confident in the process that Thomas Telford UTC have taken to determine their Q-TAG.
 - Summarise the existing BTEC policies, and confirm that they now also apply in the context of Q-TAG judgements.
 - Reflect and incorporate Qfqual's Vocational Contingency Regulatory Framework (VCRF) and Guidance that any Q-TAG is based upon appropriate sources of evidence and has gone through an Internal Quality Assurance process (which includes final sense check of outcomes against historical centre outcomes).
 - Ensure that the methodology used to determine the Q-TAG is consistent and sufficiently valid, reliable and does not advantage or disadvantage any group of, or individual, learners.

In order to do this Thomas Telford UTC will, for each qualification and learner, submit a Q-TAG and Head of Centre Declaration confirming that they have:

- a) 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).

- b) 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 to Parent or Carer in the case of Appeals, and to Pearson. Thomas Telford UTC must take into account previous years' results, **if there is a material difference in the result profile expected in 2021, Thomas Telford UTC must be able to explain why its results are significantly out of line with past performance** (be that higher or lower).
- 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 (Pearson to 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).
 - Ensured Thomas Telford UTC follow all other policies as set out in the Pearson Annual Centre Declaration signed in 2021, including Pearson Terms and conditions (further information can be found on the Pearson Quality Assurance webpages). 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 and Complaints