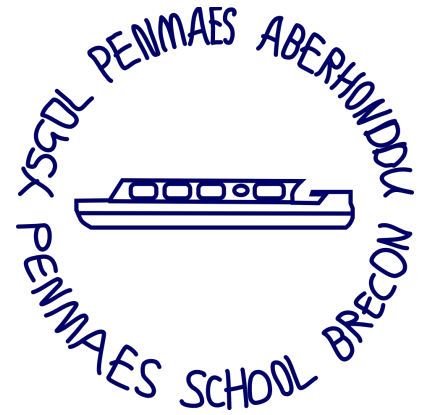



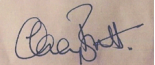
Ysgol Penmaes



Examinations & Accreditations Policy

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		27.09.23
Chair of Governors: Clancy Brett		27.09.23
Next review date: Sept. 2024		

Contents

The assessment policy and procedures for external qualifications includes the following:

- Introduction to fair assessment
- Procedures for controlled tasks
- Process of distributing certificates to pupils
- Internal quality assurance
- Malpractice Procedures
- Appeals
- Conflict of interest
- Recognition of prior learning

Our Mission Statement is clear:

Successful Healthy Individuals Nurturing Excellence (SHINE)

Our Vision is simple:

At Ysgol Penmaes we continually strive to do more than just educate, it is our aim to offer every pupil the opportunity to achieve their full potential in a safe, secure and enriching environment. It is our intention to offer a curriculum that promotes ambitious, capable and informed pupils at a developmentally appropriate level. Penmaes places a strong focus on the well-being of all, facilitated through highly effective communication processes. Learning is delivered in a way that

facilitates an immersive multi-sensory curriculum that is fun and provides real life authentic experiences which help to build resilience; positively impacting development, whilst ensuring the promotion of collaboration and independence. We as a special school ensure a common language for learning along with celebrating and embracing Cynefin/place whilst planning, teaching and learning ensures a broad, balanced and creative curriculum promoting the 4 purposes of the Curriculum for Wales and encouraging pupils to be the best they can be.

Our School Values are fundamental:

- Friendship and kindness
- Resilience and perseverance
- Empathy and trust
- Communication and respect
- Responsibility and teamwork
- Positivity, creativity and tolerance

All of our values promote healthy, positive relationships. By modelling the values we aim to raise pupils’ self-esteem and confidence in learning, whilst creating a positive school community environment for all.

Ysgol Penmaes- WJEC Pathways and ASDAN Centre Recognition

Penmaes is newly registered centre for WJEC Pathways accreditations

Organisational Information- Key Contacts

Head of Organisation	Angharad Bryn-Jones Head teacher
WJEC Pathway Contact	Luci Clark- DEputy Headteacher and lead for curriculum and progression
Quality Assurance Contact	Luci Clark
Curriculum Contact	Luci Clark
Finance Contact	Karen Moses (Business Manager)
Administration Contact	Karen Moses (Business Manager) Luci Clark

Personnel involved in ASDAN

Staff	Registered on ASDAN Website
Luci Clark- Deputy Headteacher	YES
Su Pierce- Teacher with TLR secondary	YES
Carla Bevan- Teacher with TLR satellite	YES

Introduction to Fair Assessment

At Ysgol Penmaes we aim to provide a variety of qualifications which provide all pupils with the opportunity to achieve their full potential by the most appropriate and direct route. Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavour to ensure that the assessment processes are implemented in a way that is fair and non-discriminatory

Access

- Pupils and staff are made aware of the existence of this policy and have open access to it. It can be found on the Google Team Drive.
- All teachers and teaching assistants are made aware of the contents and purpose of this policy. As well as being provided with the opportunity to contribute.
- This policy is reviewed annually and may be revised in response to feedback from pupils, teachers and external organisations.

What pupils can expect

- Ysgol Penmaes aims to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based/unit work will be assessed fairly against the qualification standards and teachers involved will be trained as necessary.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests will be marked according to the requirements of the awarding body.
- To be fully inducted onto a new course/unit and given information that can be shared with parents and carers. This is done annually through the form of a letter.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within a realistic timescale of submission by the pupil.
- Where equivalent and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

Cheating and Plagiarism

A fair assessment of a pupil's work can only be made if that work is entirely the Pupil's own.

Therefore pupils can expect an awarding body to be informed if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project.
- They use an unauthorised aid during a test.
- They copy another pupil's answers during a test.
- They talk during a test unless otherwise agreed.
- All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.
- If a pupil feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

Procedures for Controlled Tasks (Guide to Administration)

- Where controlled tasks are applicable these are outlined on the annual school planner at the start of the academic year.
- Pupils who are studying Essential Skills Wales qualifications Entry 1-3 will be required to undertake a controlled task. Where pupils are studying at Level 1 there will also be an expectation to sit a confirmatory task. This is done by registering on a specific platform and will be done so by the Headteacher at the PRU.
- Pupils will be registered for this on the WJEC website.
- Any live controlled tasks may only be used for their intended purpose, i.e. to carry out live pupil assessments. Any electronic or printed copies of the task documents must be held securely at all times. On no account may pupils access any live assessment material until they have been registered as a candidate for the Essential Skills qualification(s) they are working towards.
- A separate set of sample controlled tasks will be available to help with pupil preparation and centre staff training/standardisation. These replicate the format and structure of the live controlled tasks.
- Controlled tasks should only be attempted after pupils have undergone a period of learning, once the centre is satisfied that they are ready for assessment.
- Each controlled task is a substantial and holistic set of activities that will take a number of hours to complete. There is a maximum amount of time they are permitted to spend working on their controlled task, known as the working time allowance.
- The working time allowance in each case is:
Entry (EDLS and EES only) up to 6 hours
Level 1 up to 4 hours
Level 2 up to 5 hours
Level 3 up to 8 hours
- Pupils must not exceed their working time allowance (unless permission for additional time has been granted for Access reasons – It is therefore important that they are taught to manage their time carefully).
- Pupils must be supervised throughout their time working on the controlled task. They are not expected to complete the whole controlled task in one session, although where multiple sessions take place centres will need to ensure:
Sessions are arranged as close together as possible, and should in each case be long enough to be meaningful.
- All work is collected in and stored securely between sessions.
- Pupils are not permitted to access the pupil's paper, supplied source material, or any of the work they have already done between sessions; they also must not bring in any

additional work completed outside between sessions. Penmaes will take particular care with any work stored in electronic form to ensure candidates do not access it remotely between sessions (e.g. by checking files have not been accessed or updated).

- Penmaes will ensure that sessions are not interspersed by any further teaching of the subject.
- There will not be any formative assessment or feedback given to pupils between sessions. Assessors may only mark work once the whole task has been completed, or once the pupil's maximum working time allowance has been used up.
- The controlled task will be presented unseen; the first time pupils are permitted to see the pupil's paper and supplied source material is at the beginning of the first session when they start working on the controlled task. From that moment, their working time allowance begins and all of their time spent with access to the task materials will be monitored and supervised.
- Penmaes will plan in advance when each controlled task session will take place; a record will be kept of the date, time and duration of each session (the front cover of each pupil's paper includes space for this). The sessions will take place as close together as possible. Penmaes will not plan for a gap of more than eight weeks between the beginning of the first session and end of the final session, known as the maximum working period.
- All controlled tasks will be completed under controlled conditions. These are distinct from traditional 'examination' conditions. Controlled tasks will take place in a range of settings such as the main hall and classrooms. The location of controlled tasks will be free from disturbance or interruption and staff given prior notice of this. Posters will also be displayed to inform others of controlled tasks taking place.
- In all cases pupils will be provided with an environment that enables them to work effectively and access the range of equipment they would routinely expect to use whilst working on a task of this nature. Pupils must/will be able to devote their full attention to the controlled task.
- Pupils will be supervised throughout the time that they have access to any live controlled task assessment material. This includes any time spent actively working on the controlled task, as well as any instances where pupils are expected to carry out additional supervised research.
- Controlled task supervisors will be reliable and responsible people who have been suitably briefed. They are accountable to the head of centre for ensuring adequate supervision and control of the assessment environment is maintained. At least one supervisor will be present at all times, to ensure:
the relevant working time allowance and maximum working period are not exceeded.
- Each pupil produces all work independently.
Once controlled tasks are completed the Headteacher of the PRU will collate all information for IQA purposes and submit test papers and results to the WJEC.

Process of Distributing Certificates to Pupils

- Certificates will be signed in to the front office on arrival and a log will be kept of the time and date they arrive in a file titled WJEC Certificate log.
- The lead for Curriculum and Progression-Luci Clark or in her absence Karen Moses the Business Manager will ensure certificates are opened and a record is kept of the pupils and the certificates awarded. This will be kept updated as certificates arrive at Ysgol Penmaes.
- Pupils will receive their certificates within 2-5 days of them arriving at Ysgol Penmaes.

- Should certificates arrive during the school holidays then the school will ensure that the certificates are sent out by post to the pupils using recorded delivery at the earliest opportunity.

Loss of Certificates

Should a pupil lose a certificate then the lead for Curriculum and Progression will ensure that:

- A request is made to WJEC for a replacement certificate but will only do so if the claim is a valid entitlement.

Should there be any errors on certificates then the lead for Curriculum and Progression will ensure that WJEC is informed of this so that amendments can be made.

Ysgol Penmaes Internal Quality Assurance

Internal Quality Assurance (IQA) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of the assessment of pupils' work. Ysgol Penmaes is committed to ensuring that standards of assessment and verification are consistent, transparent and in line with the requirements of our awarding bodies.

Ysgol Penmaes aim to:

- ensure that all pupils' work is fairly, accurately and regularly verified in a consistent manner.
- meet and exceed the requirements placed upon us by the awarding bodies.
- ensure that valid assessment decisions are reached for all our pupils and that external requirements are fully met.
- support staff in their training and assessment activities by providing them with the opportunity to receive critically supportive feedback on the assessment decisions reached.
- assess pupils' work with integrity by being consistent and transparent in our assessment and verification judgements and processes so that the outcomes are fair, reliable and valid.
- ensure that assessment standards and specifications are implemented fully, so that no risk is posed to the reputation of Ysgol Penmaes and that of the awarding bodies.
- establish quality control and recording mechanisms for assessments through a system of sampling moderation and internal verification.
- provide inclusive person-centred approaches to assessment, and verification that provide opportunities for pupils to achieve and progress.
- ensure that decision outcomes and expectations are aligned and consistent amongst all responsible for the IQA process through robust standardisation processes.
Standardisation for assessment and IQA will be reflected in periodic reports (6 monthly).

This policy relates to WJEC and ASDAN accredited courses and applies to all internal quality assurance. For the purpose of this policy, the term IQA encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through formative and summative assessment and verification of pupils' work activities.

Responsibilities

All staff have a responsibility to give full and active support for by ensuring:

- The policy/procedures are known, understood and implemented.

Actions to implement and develop policy/procedures

- Appropriately qualified or approved staff must carry out all internal quality assurance. Ideally all quality assurance staff will complete the approved quality assurance training. Where trainee quality assurers undertake IQA, this must be verified by a qualified quality assurer and countersigned.
- Each course must have identified members of staff who will verify or standardise the assessments for that particular programme.
- IQA must be carried out continuously throughout the year through the form of standardisation. In addition to this, appropriate periods of time when IQA takes place will be included in the annual monitoring calendar.
- Any evidence that is produced must meet the requirements of the awarding bodies.
- IQA evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies quality system.
- IQA must take place before assessment decisions are finalised and notified to pupils and certification is requested.
- Evidence that IQA practice has taken place must be available for the awarding bodies annual quality review.
- Internal monitoring of IQA activity will be carried out via in-house training workshops on an ongoing basis
- Records of IQA must be kept in a secure location and accessed by staff authorised to do so.
- All IQA or moderation must be in line with current awarding body recommendations.
- Sampling must be across all trainers, assessors, all types of evidence and all pupils including plans, reviews and records in addition to pupil's evidence.
- At least 1 IQA's must attend standardisation meetings.

Monitoring and Evaluation

These procedures will be monitored by the Curriculum and Progression lead- Luci Clark and quality assurers and through established quality audit procedures.

Ysgol Penmaes Malpractice Procedures

The following sets out to define the procedures to be followed in Ysgol Penmaes in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (such as WJEC and ASDAN) and also regarding examinations invigilated by staff at the school and those that are marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based/unit qualifications:

- Tampering with pupils work prior to external moderation/verification
- Assisting pupils with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance.
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised.
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure Investigations into allegations will be coordinated by Angharad Bryn-Jones - Headteacher, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulator Ofqual, the police and/or professional bodies including the EWC.

If work is submitted for moderation/quality assurance or for marking which is not the pupil's own work, the awarding body may not be able to give that pupil a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Ysgol Penmaes may impose the following sanctions:

- 1) Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) Training: Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) Special conditions: Impose special conditions on the future involvement in assessments by the member of staff
- 4) Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time

- 5) Dismissal: Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with Ysgol Penmaes Appeals Policy.

Pupil Malpractice Procedures

The following sets out to define the procedures to be followed in the event of any dispute or allegation regarding pupil malpractice in the assessment of internally marked qualifications (such as WJEC and ASDAN) and also regarding examinations/qualifications marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by pupils with regards to portfolio-based/unit qualifications.

- Plagiarism: copying and passing off as the pupil's own work, the whole or part of another person's work
- Collusion: working collaboratively with other pupils to produce work that is submitted as the pupil's only
- Failing to abide by the instructions of an assessor/teacher – This may refer to the use of resources which the pupil has been specifically told not to use
- The alteration of any results document

If a teacher suspects a pupil of malpractice, the pupil will be informed and the allegations will be explained. The pupil will have the opportunity to give their side of the story before any final decision is made. If the pupil accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assessment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assessments and these could also be rejected if similar concerns are identified.

Appeals

In the event that a malpractice decision is made, which the pupil feels is unfair, the pupil has the right to appeal in line with the Appeals Policy.

Ysgol Penmaes Appeals Procedures

The following addresses the situation where pupils may wish to appeal against a grade he/she has received for a qualification.

Access

Where applicable and appropriate pupil's are made aware of the existence of these procedures. It can be found on the Google Team Drive. All teachers and Teaching Assistants are made aware of these procedures and how to access them in order that pupils can be supported.

Appeals Statement

All pupils at Ysgol Penmaes have the right to make an appeal about any of the marks received for the qualifications/accreditations they are undertaking.

If any pupil wishes to appeal a decision, they should follow the following procedures:

- If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
- The member of staff has a responsibility to explain to the pupil why he/she received the grade/mark.
- If the pupil is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
- The pupil will be informed of the outcome of the re-marking by letter.
- If the pupil wants to continue the appeal, he/she needs to contact the exams officer- Luci Clark, who will provide the pupil with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the pupil.
- Please note: a pupil must have the support of the centre to be able to appeal against a result

Conflict of Interest Procedures

Purpose

The purpose of these procedures is to provide guidance to relevant individuals on handling possible conflicts of interest that may arise as a result of Ysgol Penmaes' role as an accreditation provider, assessor and moderator of accredited units and qualifications. These procedures apply to all staff and other individuals whenever they interact or potentially interact with any of Ysgol Penmaes' accredited units and qualifications.

Definition of conflict of interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances in relation to awarding organisation activity, for example:

- where the training delivery function and the awarding function rest within one organisation and the functions are not strictly delineated
- when an individual has a position of authority in one organisation which conflicts with his or her interests in another organisation
- when an individual has personal interests that conflict with his/her professional position
- where someone works for or carries out work on Ysgol Penmaes' behalf, who has friends or relatives taking Ysgol Penmaes/WJEC Pathways/Essential Skills assessments
- A conflict of interest may generally be defined as a conflict between the official responsibilities of a teacher, assessor, and internal verifier and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions

- A person who is connected to the development, delivery or award of qualifications by the organisation
- A person who has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisations conditions of recognition
- An informed and reasonable observer would conclude that either of the above situations was the case.

Roles and responsibilities

All relevant staff undertaking assessment ('assessors'), moderation ('moderators' or 'verifiers') and other individuals have a responsibility to be aware of the potential for a conflict of interest.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of, or public confidence in, regulated units and qualifications and in Ysgol Penmaes or any awarding bodies' reputation

A declaration of interest by an assessor, moderator or verifier is a declaration of a personal interest in the result of the assessment.

It is the duty of all teachers and assessors to disclose any actual or potential conflict of interest, and the process for doing this is documented below:

- Any conflict of interest should be disclosed and recorded which is to be maintained by the lead for curriculum and progression- Luci Clark.
- If the individual concerned has any changes to their declared circumstances, they must inform the Interim Deputy Head teacher- Luci Clark immediately in writing, so that the conflict of interest can be evaluated, and the register updated. The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept.

Action

Most situations require no further action than the completion of a conflict of interest form. In some instances, however, the information declared on the form will require some follow up action, in order for the conflict of interest to be managed appropriately. The approach agreed between the lead for curriculum and progression- Luci Clark and the teacher and assessor, will be documented and held with the conflict of interest forms.

Examples of actions that could be taken

- Individual not taking part in discussions or decisions of certain matters
- Referring certain matters such as assessment, verification and recommendations for credit for decision to others with no vested interest
- Agreeing not to be involved in a particular project
- Declaring an interest when it is appropriate to do so
- Referring the matter to a member of Ysgol Penmaes SLT for advice and guidance.

Recognition of Prior Learning Procedures (RPL)- WJEC Pathways Accreditations/Qualifications

Ysgol Penmaes seeks to enable pupils to avoid duplication of learning and assessment. There are two ways in which this will be achieved:

- The opportunity to transfer credits, i.e. to recognise previously accredited achievement from within or outside the Qualification and Credit Framework (QCF) to count towards other qualifications.
- For individuals with learning, skills or achievements that have not been certificated or accredited it may be possible to assess and validate these through an RPL process. These achievements may then count towards a qualification.
- In Ysgol Penmaes pupils must produce valid and reliable evidence of learning, achieved within an agreed period, to support a claim for RPL.
- RPL may be claimed against one or more units but not against part of a unit.
- If the pupil partially meets the assessment criteria of a unit, evidence which meets the outstanding assessment criteria must be presented. Achievement of the unit will be demonstrated by the presentation of the completed body of evidence together with an authenticity statement relating to the RPL evidence, signed and dated by the pupil where applicable and also signed by a witness- the teacher.
- In order to achieve a unit using RPL, two options are open to the pupil:
 - undertaking the same assessments as those followed in the formal course of learning and assessment that leads to the desired unit or qualification. These assessments may be undertaken without attending taught sessions. If the latter is the case, either an authenticity statement, signed and dated by the pupil where applicable and signed by a witness- the teacher must be obtained or the teacher may observe the pupils undertaking the assessment.
- Submitting a portfolio of evidence based on previous learning, skills and/or competence cross-referenced to the learning outcomes and assessment criteria of the unit or units for which RPL is being sought, together with an authenticity statement, signed and dated by the pupil where applicable and signed by a witness- the teacher.
- The pupil where applicable with the support of a teacher must produce evidence mapped against the learning outcomes and assessment criteria of all units/credits they wish to claim. As RPL pupils require considerable encouragement, staff with appropriate expertise from Ysgol Penmaes will be available to give advice on the process.
- Internal and external verifiers within Ysgol Penmaes must confirm the process of RPL and the proposed award of credit.

Procedure

- Ysgol Penmaes will make pupils aware (where applicable and necessary) of the purpose and availability of RPL through individual meetings and IDP reviews.
- Once pupils have with support decided to submit their learning via the RPL process Ysgol Penmaes will ensure they know everything they should about making a claim and the whole process (where applicable and depending on individual abilities of pupils)
- In Ysgol Penmaes pupils will have the full support from staff with appropriate expertise (teachers and support staff) in order to submit a valid claim. The pupil will also need appropriate guidance on collecting evidence and developing an assessment plan (This will be completed alongside a teacher or support staff). Evidence presented for the award of credit must meet all the assessment criteria of the unit.
- In Ysgol Penmaes In order to protect the integrity of units and qualifications, all assessment decisions, including RPL, need to be consistent in interpreting standards.

- WJEC is responsible for the award of credit. The procedure is the same as for any other forms of assessment. Any claims for credit achieved through RPL are attributed to the pupil's record of achievement and checked against rules of combination to ensure that the number of RPL credits for a qualification are not exceeded. Credits/units achieved through RPL as opposed to normal assessment methods will be recorded on the claims for credit towards a full qualification. Certificates and/or credit transcripts are awarded by WJEC with RPL credits being identified as such.
- After prior learning has been recognised the assessor will give feedback to the pupil and Ysgol Penmaes staff, outcomes are discussed and support and guidance on subsequent learning options explored, as necessary.
- If pupils wish to appeal against the decision made about their claims for credit through the RPL process, they need to follow the standard appeals procedure that exists within WJEC with support from professionals within Ysgol Penmaes.

Monitoring

- In Ysgol Penmaes Internal and external verifiers are required to verify assessment where RPL has been applied.