



Armthorpe Academy

Teacher Assessed Grades 2021 Internal Timeline

Week Beginning	Action	Person Responsible
Monday 12 th April	Headteacher to disseminate national guidance, trust advice and timelines to all staff.	CRO
Monday 19 th April	Departments to agree upon sources of evidence to inform grades.	HODs
	Sources agreed and QA by SLT.	SLT
	SLT to create key documents to share with students and parents/carers: <ul style="list-style-type: none"> - Departmental Evidence Base, Rationale and Moderation - Candidate Confirmation (Form 1): Understanding How Teacher Assessed Grades will be Awarded in Summer 2021 	CRO Year 11 students
Monday 26 th April	Assembly with Year 11 to fully explain the TAG process and disseminate and sign key documents above.	CRO
	Letter to parents to explain the process and all information uploaded onto the school website.	CRO/DMc
	Each subject has examples of work and a brief rationale of the grading criteria used for each descriptor. Student work is QA by SLT – first SLT sample. (Size of the sample dictated by size of the cohort) e.g. Maths (1-9) Sports Science (Pass – Distinction *)	Department Teachers HOD SLT with HOD
	HODs to liaise with middle leaders/departmental colleagues across the trust, exam board networks and/or peers across the local authority across the trust re moderation and processes.	HODs Stand Alone Teachers
Tuesday 4 th May	Individual teachers submit the work of students deemed to be grades 6-9, or Distinction/Distinction *	Teachers
	Departmental QA of the sample	HOD with departmental staff
	<i>Starting with 'top end' as this has traditionally been the weakest area across the school. This will give a</i>	

	<i>longer period of time to quality assure and enable any stark anomalies to previous outcomes to be thoroughly investigated and justified.</i>	
Monday 10 th May	Individual teachers submit the work of students deemed to be grades 1-3, or Level 1. Departmental QA of the sample	Teachers HOD with departmental staff
Tuesday 11 th May	Individual teachers submit the work of students deemed to be grades 4 or 5, or Level 2 Pass/Merit Departmental QA of the sample	Teachers HOD with departmental staff
Monday 17 th May	Provisional list of TAGs entered by the HOD to allow SLT to complete first 'sense check' internally. SLT to notify HODs of a sample and QA together as a team.	HOD SLT
Monday 24 th May	SLT to look at whole school overview and identify any anomalies/unexpected trends. Meet with HODs if applicable re any subject trends or concerns re individual students.	SLT SLT/HODs
Monday 7 th June	Consilium Sense Check – A third layer of quality assurance by senior members of the trust team. Layer 1: Teachers with HODs Layer 2: HODs with fellow HODs HODs with SLT Layer 3: SLT with Trust Leaders	SLT/MDO
Monday 14 th June	Individual Student Profile Sheets completed for exam boards if necessary. Candidate Form 2 completed	Teachers Year 11 Students
Friday 18 th June	Centre Declaration Completed All TAGs entered <i>All grades printed and securely locked away in the exams office to ensure a source of evidence still exists pending a cyber-attack. All student evidence locked away ready to be immediately distributed when samples are called.</i>	CRO JOV