



Star

NURTURING TODAY'S **YOUNG PEOPLE**,
INSPIRING TOMORROW'S **LEADERS**

TEACHER ASSESSED GRADES: PRIVATE CANDIDATES

Secondary setting





Document control

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Aims

1. The aim of this policy is to clearly set out the arrangements for centres awarding Teacher Assessed Grades (TAGs) to private candidates.

Roles and responsibilities

Head of centre

2. The head of centre, (Hafez) Lukman Ahmed, will be responsible for implementing the policy and for determining teacher assessed grades.

Heads of subject

3. Heads of subject will be responsible for assigning a TAG based on the evidence available for private candidates.

SENCO

4. The SENCO will be responsible for ensuring any appropriate access arrangements are in place for private candidates.

Examinations Officer

5. The examinations officer will be responsible for the administration of TAGs and for managing the school's post-results service.

List of centres

6. The centre's details will be published on the Joint Council for Qualifications (JCQ) [list of centres](#) for private candidates. Private candidates can use the list to find an examination centre and filter by the subjects offered.
7. The head of centre will ensure that the information provided to JCQ accurately reflects the arrangements available for private candidates.
8. Private candidates must register with the school before 26 April 2021 to avoid late entry fees and to allow enough time for assessment. This does not affect existing private candidates' entries: they do not need to re-register.

Subjects Available

9. The table below shows the subjects available for private candidates.

GCSE

Subject	Awarding Body	Qualification Number
Arabic	Pearson (Edexcel)	60311721
Biology	Pearson (Edexcel)	60186100
Chemistry	Pearson (Edexcel)	60186112
Citizenship	AQA	60185958
Combined Science	Pearson (Edexcel)	60186124
Computer Science	OCR	6018355X
English Language	AQA	60142923



Subject	Awarding Body	Qualification Number
English Literature	AQA	60144476
French	AQA	60181576
Geography	AQA	60184103
History	AQA	60182179
Mathematics	Pearson (Edexcel)	60147003
Physics	Pearson (Edexcel)	60186094
Religious Studies	AQA	60184000
Urdu	AQA	60311198

A-Level

Subject	Awarding Body	Qualification Number
Arabic	Pearson (Edexcel)	60330442
Biology	OCR	60142601
Chemistry	OCR	60152552
Core Maths	AQA	60149450
English Language	AQA	60146400
English Literature B	AQA	60153283
History	AQA	60149735
Maths	AQA	60311642
Politics	AQA	60314035
Psychology	AQA	6014838X
Religious Studies	Eduqas (WJEC)	60187001
Sociology	AQA	60139948
Urdu	Pearson (Edexcel)	60331847

Vocational qualifications

Subject	Awarding Body	Qualification Number
BTEC National Level 3 Extended Diploma in Health & Social Care	Pearson (Edexcel)	60171984
BTEC National Level 3 Extended Diploma in Applied Science (Biomedical Science)	Pearson (Edexcel)	60174377

Candidates

10. The centre will, where possible, accept entries from private candidates. A private candidate is defined by Ofqual as a learner in relation to whom there is no relevant centre. A relevant centre, in relation to a learner, is a centre which has:
 - purchased the general qualification or VTQ on behalf of the learner;
 - materially contributed to the preparation of the learner for the assessment (whether through teaching or instruction provided by teachers employed by it or otherwise);
11. It is the responsibility of the centre to satisfy themselves that candidates meet the criteria.
12. Examples of private candidates include:



- individuals who are electively home educated;
 - individuals who are alternatively educated;
 - independent adult learners;
 - individuals otherwise not affiliated with a school, college, or similar provider.
13. Students who are enrolled in a school or college (state-funded or otherwise) but taking an additional subject that they have studied entirely without support from that school or college, can be included in centres' grant claims for that additional subject only.
14. Candidates should be in England and registered with an England-based centre, or otherwise have a reasonable expectation that they would have taken examinations in England if the examinations had gone ahead. There is no candidate age restriction for this grant.

Qualifications

15. The qualifications eligible for the grant are:
- GCSEs, AS levels and A levels, in all subjects;
 - all vocational and technical qualifications and other general qualifications that are regulated by Ofqual and are used to progress to further education and higher education on the same basis as GCSE, AS and A level, and would normally have assessments or exams in the summer term;
 - functional skills qualifications which would normally have had an examination between March and June 2021 inclusive and need to be assessed under alternative arrangements.
16. Awarding organisations will set out on their websites how each of their qualifications will be awarded under the alternative arrangements announced on 25 February.
17. Candidates may enter for multiple subjects, though candidates should only enter for subjects they were already planning to enter this summer.
18. International GCSEs and International A levels are not eligible because these are not regulated by Ofqual.

Registration for candidates

19. At the point of registration, the head of centre will ensure a meeting takes place between the head of subject and the private candidate to discuss assessment arrangements including:
- the use of awarding body assessment materials;
 - assessment of any pre-existing evidence;
 - assessment of any new evidence;
 - the provision for any assessment of work to be completed remotely.
20. Where the candidate wishes to rely on pre-existing evidence, this must be supplied to the head of subject **by the assessor** along with the completed declaration of authenticity (appendix 1). While it is expected that the candidate will wish to signpost the centre to pre-existing evidence, the actual evidence will not be accepted from the candidate themselves.
21. When awarding TAGs, the most reliable and authentic evidence should be considered. Ofqual guidance to teachers is that the more recent evidence is likely to be more accurate and reliable for the purpose of awarding TAGs.
22. Where possible, private candidates will be assessed with the same range of evidence that is being used to assess internal candidates. However, where internal candidates are drawing



upon evidence from existing work, private candidates may be given the same or a similar task to complete independently.

23. During the registration meeting, the Private Candidate Registration Form (appendix 1) will be completed and signed.

Fees for private candidates

24. In a normal year, private candidates pay the entry fee for their qualification, and an additional charge for the centre to administer the entry. This arrangement will remain for summer 2021.
25. Additional costs will be covered by the government private candidate support grant.
26. The following charges will apply for candidates to cover exam fee and administration costs:
 - £250 per subject at A level;
 - £150 per subject at AS level;
 - £150 per subject at GCSE.
27. For VTQs and other general qualifications, the fee differs according to the specific qualification.
28. There will be no additional fee charged in the event that a private candidate wishes to appeal.
29. The centre will be able to provide any private candidate with reasonable adjustments on the grounds of disability in line with the Equality Act 2010 at no additional cost to the candidate.
30. Fees must be paid at registration.

Review

31. This policy relates specifically to the special arrangements for awarding Teacher Assessed Grades to private candidates in 2021. As such, the policy will only be applied for the summer 2021 series.



Appendix 1 – Private Candidate Registration Form

Private Candidate Registration Form

Part 1 – Candidate Details

Candidate Details	
Surname	
First Name (s)	
Current Address	
Post Code	
Date of Birth	
Telephone Number	
Email Address	

Special Consideration	
<i>To be completed during the registration meeting</i>	
Are there any reasons for special consideration when awarding a TAG?	(Yes/No)

Reasonable Adjustment	
<i>To be completed during the registration meeting</i>	
Are there any reasonable adjustments required when completing assessments?	(Yes/No)

Declaration	
The information given is a true and accurate. I am not registered to complete the same qualification at another examination centre.	
Signed	Date



Part 2 – Qualification Summary

Exam Board	Level (A-Level/ AS-Level/ GCSE)	Subject	Subject Code	Tier (H/F/NA)	Notes (Include any unit options)	Fee
					Total	



Part 3 – Subject Assessment Record

Please complete Part 3 for each subject

Subject	
Awarding Body	
Subject Code	
Subject Lead	

Pre-existing evidence				
Please give details below of any pre-existing evidence that will be used as part of the range of evidence when awarding the Teacher Assessed Grade (TAG).				
<i>Pre-existing evidence must not be accepted if the centre has concerns about its authenticity, for example if the standard of work is much higher than in comparable assessments completed under centre supervision. The Assessor Declaration must accompany any pre-existing evidence.</i>				
No	Description	Mark/Grade	Assessor	Authenticity Check (Y/N)
1				
2				
3				
4				
Assessor contact details				
Name	Organisation	Contact details		



Assessment materials provided by the awarding organisation

After considering pre-existing evidence, please detail any additional assessment materials provided by awarding organisations, or past exam papers that will be used when determining the TAG.

The centre should ensure the candidate is assessed only on what they have studied, like other students. This should be informed by the registration meeting.

No	Assessment content (topic list)	Assessment Objectives (AOs)
1		
2		
3		
4		

Additional Assessment

In some cases, particularly where there is no suitable pre-existing evidence, additional assessments may be set in order to ensure that the range of evidence is sufficient to determine the TAG.

This may include verbal assessments to help determine a final grade.

No	Assessment content (topic list)	AOs
1		
2		
3		
4		



The head of subject will ensure that at least two of the assessment methods have been included within the range of evidence.

Candidate Declaration

I have produced the work without any help from other people apart from that which I have declared in the work itself. I have acknowledged all source materials in the work itself.

Signed

Date



Part 4 – Pre-Existing Evidence Declaration

Where pre-existing evidence is used to determine a TAG, the evidence must be submitted by the assessor.

Personal Information	
Surname	
Forename (s)	
Candidate ID	

Subject Information	
Subject	
Awarding body	
Subject code	

Assessor Information	
Name	
Position	
Centre	

Assessment details					
No	Description	Level of control (H/M/L)	Date of assessment	Mark/grade	Evidence attached (Y/N)
1					
2					
3					
4					



Assessor Declaration	
Please check and sign.	✓
This is to certify that marks/assessments have been given in accordance with the requirements of the specification and that every reasonable step has been taken to ensure that the work presented is that of the candidates named. Any assistance given to candidates beyond that given to the class as a whole and beyond that described in the specification has been recorded and has been taken into account. The marks/assessments given reflect accurately the unaided achievement of the candidate.	
Appropriate reasonable adjustments, access arrangements or special consideration were applied	
I am not aware of any potential conflicts of interest when assessing this work.	
I will cooperate with the awarding organisation if needed, for example, during the appeals process.	
Signed	Date